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ABSTRACT

EDPMS stands for the Department of Education Payment Management System. It is the central repository for grant payment transactions to recipients of financial assistance from the U.S. Department of Education through Financial Service, Washington, D.C. This guide provides information on systems operations and procedures for grants or contracts that are paid through EDPMS. It describes recipients' responsibilities in expediting payments, completing forms and reports, and controlling federal cash received through EDPMS. Following an introduction to EDPMS, the next five chapters explain recipient identification numbers and the procedures for EDPMS payment, reporting expenditures, controlling recipient funds, and returning federal funds. Chapters 7 and 8 describe other grant programs and related processes and legislation. A glossary and appendices contaiing sample forms and software instructions for recordkeeping are included. (LMI)

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RECIPIENT'S

GUIDE

for the Department of Education Payment Management System (EDPMS)

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U.S. Department of Education
Financial Services
Washington, D.C. 20202-4331

October 1995

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RECIPIENT'S

GUIDE

for the Department of Education Payment Management System (EDPMS)

U.S. Department of Education
Financial Services
Washington, D.C. 20202-4331

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Chapter 1

About EDPMS

What is EDPMS?

EDPMS stands for the Department of Education Payment Management System. It is the central repository for grant payment transactions to recipients that receive financial assistance from the Department of Education through Financial Service, Washington, D.C., 20202-4331.

What is the purpose of this guide?

This guide provides information on system operations and procedures for grants or contracts that are paid through EDPMS. This guide will help you understand your responsibilities in expediting payments, completing forms and reports, and controlling federal cash received through EDPMS.

This guide applies to all financial management organizations requesting funds through EDPMS.

How do you become part of EDPMS?

Apply for federal support

To apply for federal support, you must complete and return your application to the address specified on it. Each

Questions? If you have any questions about grant or contract awards or adjustments, please contact the person or office referenced in the grant award.

Questions? If you have any questions about payment processing, disbursement reporting, and cash management, please contact:

Financial Payment Group
Financial Payments & Cash
Management Operations
Financial Services

program office and the Grants and Contracts Service office rely on legislative and program eligibility requirements in deciding whether or not to fund your application.

When your application is funded, the program office issues you a grant award and tells you the amount, the project and budget periods, and other pertinent information. At that point, the amount awarded becomes an obligation of the federal government.

Your funds become available after they enter EDPMS

The grant awards that a program office issues flow through several automated systems before they actually enter EDPMS. You may begin requesting funds only after all of the following occur:

- You receive a signed program authorization (grant award authorization) from either the program office or the Grants and Contracts Service office.
- The grant award authorization has been recorded in EDPMS.
- The start date given on the grant award authorization has been reached.

What authorities govern EDPMS?

Basic authorities

On October 17, 1979, the Department of Education Reorganization Act (PL 96-88) ended the Education Division under the Department of Health, Education, and Welfare. Sec. 301 of the act (20 USC 1221) transferred the functions of the Education Division to the Secretary of Education.

OMB circulars

Office of Management and Budget (OMB) circulars A-102 and A-110 prescribe uniform policies for federal agencies administering grants. Circular A–102 applies to grants made to states, local governments, and federally recognized Indian tribal governments. Circular A–110 addresses grants to institutions of higher education, hospitals, non-profit organizations, and other non-governmental organizations.

Education Department General Administrative Regulations (34 CFR, parts 74 through 86) have been updated and codified by the director, Grants and Contracts Service. Part 74 implements circular A–110, and part 80 implements circular A–102. These parts contain the Department of Education's policy for grant administration.

Treasury regulations

The ***Treasury Financial Manual*** prescribes procedures for federal agencies to withdraw cash from the Treasury for advance under federal programs. Here are the pertinent regulations and delegations of authority:

- Treasury circular 1082 gives procedures for notifying states of award information.
- Treasury circular 1084, ***Regulations Governing Cash Management Practices Within the Federal Government,*** is issued under the authority of 5 USC 301 and 301 USC 484, 492(a), 492(c), and 1002.
- Since September 1986, the Department of Treasury has authorized the Department of Education to electronically disburse program grant funds directly through the Federal Reserve Network.
- Since November 1986, the Department of Education, the Department of Treasury, and the Federal Reserve Bank agreed to let the Department of Education disburse funds through the Automated Clearing House/ Electronic Funds Transfer system.
- Since November 1987, the Department of Treasury authorizes the Department of Education to use FEDWIRE for disbursing grant funds through the Federal Reserve Network.

- The Cash Management Improvement Act of 1990 (PL 101–453) provides for the timely disbursement of federal funds between the federal government and the states (31 USC 6501). It also provides for the payment of interest by either the federal government or the states for failure to comply with the act. PL 101– 453 became effective in October 1992 and Congress granted an extension for implementing this act until July 1993.
- The Chief Financial Officers Act of 1990 (PL 101-56, 31 USC 501) consolidates all financial management activities within each federal agency under a chief financial officer. It also requires the preparation and submission of annual financial statements to the Office of Management and Budget.

Department of Education policy

The Federal Grant and Cooperative Agreement Act of 1977 (PL 95-224) prescribes the instrument to be used in awarding grants and contracts. The Higher Education Act of 1965 (as amended) governs Title IV Student Assistance programs.

Chapter 2

Your identification numbers

Before you can receive a grant or contract from the Department of Education, the issuing program office must register your organization in an automated file within the Department. That file—called the Central Registry System, or CRS—identifies your organization by name, address, and two numbers:

- an Entity Identification Number, or EIN; and
- a Payee Identification Number, or PIN.

The rest of this chapter explains each number and discusses how you and the Department of Education use them.

About your EIN

What is an EIN?

The EIN is the common denominator through which you and the program office communicate with each other. You may have one EIN, or—if you represent a large organization, such as a university system—you may have several EINs to identify campuses, divisions, and the like.

How do you get an EIN?

The program office that issues the grant award authorization registers you in CRS. Upon registration of your EIN or tax identification number, CRS automatically assigns a PIN. The program office must complete your registration before it issues the grant award authorization and sends it to the Financial Reporting & Systems Operations, where your funds are recorded in the Primary Accounting System. Then, your funds are transferred and recorded under your EDPMS account and PIN numbers.

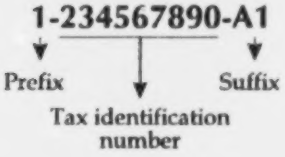
When your grant or contract award arrives, check to make sure that your 12-character EIN is correct. If it is wrong, tell the program office immediately so it can correct the error. **It is essential that your EIN is correct, especially the suffix.**

What does your EIN look like?

Your EIN appears on every grant or contract that the Department of Education awards to you. It is a 12–character number composed of your organization's tax identification number (assigned by the Internal Revenue Service) and codes that the Department of Education assigns. These codes take the form of a prefix (before the tax identification number), your tax identification number, and a suffix (after the tax identification number).

Here's an example of what an EIN looks like:

1-234567890-A1 **ABC College Merry, MD**



The EIN shown on your grant award authorization must be correct. As soon as you receive a new award, check if the EIN is the right one for your organization. If it isn't, your funds may end up in someone else's account. As a result, your payments will be delayed until the program office corrects the error.

Notify the program office immediately if your organization's tax identification number changes, or, it merges with or is sold to another organization. Such changes may delay your payments from the Department of Education.

Also, make sure your organization's name, city, state, and zip code are correct and report any changes to the program office right away.

Can your EIN change?

Your EIN can and must change if your organization:

- receives a new tax identification code from the IRS,
- merges with another organization, or
- is sold to another organization.

Also, even though no new EIN is required, you must report any change of address. As soon as **any** of these changes occur, notify your program office immediately.

About your PIN

What is a PIN?

The PIN or Payee Identification Number, is the mechanism that EDPMS uses to record funds in your organization's account and to transfer funds out of the account. The PIN is assigned to your account at the same time that your EIN is recorded. If your organization has more than one EIN, all of them may be assigned to one PIN.

Notify the program office immediately if your organization's status changes. Such changes may delay your payments from the Department of Education.

Can your PIN change?

Your PIN must change if your organization:

- merges with another organization,
- is sold to another organization, or
- changes from being one of a string of EINs assigned to the same PIN and becomes a freestanding account in its own right.

Also, even though no new PIN is required, you must report any change of address. As soon as **any** of these changes occur, notify your program office immediately.

Chapter 3

How EDPMS pays you

Once you receive a grant award authorization or contract, it will be recorded in your EDPMS account and you may begin requesting payments on the total funds available in your account. If you have more than one grant award authorization or contract from the Department of Education, the total amount available to you is the sum of all the funds that the various program offices have authorized less the sum of all the funds you've received. The program offices may increase or decrease the total of your grant award authorization or contract depending on new information that you give them, such as a request for additional funding.

If you have several awards you are not required to request funds for each one received. Instead, you consolidate the total amount needed into one funds request, which is to be disbursed immediately when you receive them. Later, you will report the expenditures of the funds received on the EDPMS 272 quarterly report or monthly report.

To receive your funds, EDPMS may pay you:

- in advance, or
- by reimbursing you.

You rarely will be paid with a check from the Treasury. EDPMS mainly uses electronic funds transfers because of the flexibility and the ability to handle the volume of requests that EDPMS receives. If you are a new recipient, you will be placed on advance payment using an electronic funds transfer method as soon as EDPMS has information about your financial institution.

You may receive your payments from EDPMS by advance payment or reimbursement. This chapter will explain the advance and reimbursement payment procedures.

This chapter will focus on the procedures you must follow to receive advance or reimbursement payments.

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You may be paid in advance

Usually, EDPMS pays you in advance. To receive advance payment, you must request funds from EDPMS through the Automated Clearing House/Electronic Funds Transfer (ACH/EFT) or FEDWIRE.

ACH/EFT direct deposit

When EDPMS pays you through the Automated Clearing House/Electronic Funds Transfer, or ACH/EFT, the method of payment is called **direct deposit.** This method allows EDPMS to electronically transfer your payment through the Federal Reserve Bank network into your depositor account at a designated financial institution.

FEDWIRE

The FEDWIRE method of payment involves an electronic transfer of funds directly from the Department of Education, Financial Payments & Cash Management Operations, Financial Payment Group (FPG or Finance), through the Federal Reserve Bank network into your depositor account at a designated financial institution. This payment method is generally used to transfer funds to states and large institutions. Many banks **charge** a fee for processing processing FEDWIRE payments.

Or you may be reimbursed

At the request of the program office. Instead of paying you in advance, the program office may ask Finance to have you reimbursed for your costs. Generally, reimbursement financing occurs if, in the past:

- you did not comply with the Department of Education's regulations, or
- you did not meet program requirements, or
- the program office identified other problems with your grant award authorization or contract.

At the request of Finance. Finance may change your account to reimbursement financing if:

- you have defaulted on your agreement to repay a debt due the Department of Education, or
- you have abused advance payment privileges.

What must you do to receive advance payments?

This section explains what you need to do to enroll in either the ACH/EFT direct deposit or FEDWIRE payment methods, as well as how you request, verify, and record payments.

How do you use ACH/EFT direct deposit?

Enrolling

Before you can receive payments using the ACH/EFT direct deposit method, you must enroll your organization with the Financial Payment Group (FPG) of the Financial Payments & Cash Management Operations, located within the Department of Education's Financial Services.

You must enroll your organization with the Financial Payment Group (FPG) before you can receive direct deposit payments.

To enroll your organization, complete a ***Direct Deposit Sign-Up Form (SF-1199A)*** and send it to FPG. In ***Appendix A*** of this guide, you'll find a sample copy of the ***SF-1199A*** and detailed instructions for completing it. On this form, you'll tell EDPMS:

- the financial institution that you want to use,
- the depositor account that you want to use, and
- have your bank enter the routing number and certify.

Once FPG receives your ***SF-1199A,*** it will take a minimum of two weeks to enroll your organization in EDPMS. This includes time to verify and test your enrollment information.

To test your organization's enrollment, FPG will transfer a $1 payment to your depositor account and send you a letter, asking you to verify this test deposit. When FPG receives your verification, you will be sent information on how to begin requesting funds (The verification may be faxed to FPG).

EDPMS will always use the information on your enrollment form when making direct deposits. To change the financial institution or depositor account for your funds, you must re-enroll.

Re-enrolling

Your organization must re-enroll whenever:

- you remove or change a name on your depositor account,
- you change the account number on your depositor account,
- you close your depositor account, or
- the financial institution where you have your depositor account closes—either voluntarily or involuntarily.

Re-enroll your organization immediately if you make any changes to your depositor account or if the financial institution where you have your depositor account closes. Such changes may stop your payments from the Department of Education.

As soon as any of these changes occur, complete a ***Direct Deposit Sign-Up Form (SF-1199A)*** and send it to FPG. You may also get the SF-1199A from your financial institution. In ***Appendix A*** of this guide, you'll find a sample copy of the ***SF-1199A*** and detailed instructions for completing it.

If only the name or account number changed, after receiving your organization's new ***SF-1199A***, FPG will send you a ***Verification of Bank Account Information*** form. If the information is correct, sign the form and return it to FPG. If the information is incorrect, print your changes on the form, sign the form, and return it to FPG. If there was a change in the financial institution, then FPG will repeat the $1 test described on page 11.

Your access code

You must use an access code, or password, when you request payments using the direct deposit method. FPG will give your organization an access code as soon as it has verified your enrollment, using the $1 test deposit (see ***Enrolling***).

Changing your access code

Your organization may request a new access code if:

- the person who requests funds at your organization leaves the organization, or
- you need a new code because of internal changes or for internal control purposes.

To request a new access code, write to your FPG account representative and enclose the original, signed letter. Your FPG account representative is identified on page 1 of the EDPMS 272 report (See ***Appendix K-1***). In ***Appendix B*** of this guide, you'll find a sample letter, showing how to request an access code change. You may mail your letter or, to speed up the process, fax it—*if you fax your letter, you must also send your account representative the original, signed letter.*

All new access codes are mailed out. Even if you have requested the change, EDPMS cannot fax you the new code or give it to you over the telephone.

Designating an account servicer

If you want to designate an account servicer (accounting firm, private contractor, etc.) to request funds for your organization, you must first authorize FPG to release your access code to that account servicer. To do this, send a letter to your FPG account representative that states the name of the account servicer you are designating and the address where FPG should send your access code. You may either mail or fax this letter.

Requesting payments

You request ACH/EFT direct deposit payments by calling the service bureau's toll-free number **(1-800-654-8341)**. You can call any business day between 9 a.m. and 7 p.m. Eastern Time (ET). However, requests that are placed after 3:30 p.m. ET will not be sent to EDPMS until the next business day.

Requests for direct deposit payments that are placed after 3:30 p.m. ET will not be sent to EDPMS until the next business day.

After making sure that you are a valid caller, the bureau will take your request. Detailed instructions for requesting funds are in the ***Appendix C and D*** of this guide. For example, if you have a touch-tone phone and want to use the automated voice response system, follow the instructions in ***Appendix D.*** If you have a rotary phone, or if you need to speak to an operator, follow the instructions in ***Appendix C.*** When you finish placing your request, the bureau will give you a confirmation number.

You may use the ACH/EFT Direct Deposit method to make normal payment requests, CMIA '90 payment requests (CMIA '90 is explained in chapter 8) and Federal Direct Student Loan Program (Direct Loan) requests (Direct Loan is explained at the end of chapter 3). Payment requests on most awards may be lumped together into one request; however, CMIA '90 and Direct Loan requests must be made separately (See Appendix C and D for instructions).

The bureau will then send your request to EDPMS for validation. If your request meets the EDPMS validation criteria, it will be transmitted to the Federal Reserve Bank, and you will be able to withdraw your funds any time after your payment date, approximately two to four days later (see ***Verifying payments***). If your request does not meet the EDPMS validation criteria, it will be rejected and sent to your PFB account representative for review. The PFB account representative will send you a written notice explaining why the payment was rejected.

Verifying payments

Always check your account to make sure that the payment you requested has been deposited before you start disbursing funds.

When you request a direct deposit payment, it takes approximately two to four days for the payment to be deposited in your account. For example, if you request a payment on a Monday morning—before the 2 p.m. EST cutoff—the payment may be deposited as early as Wednesday. However, you should never assume that a payment has been deposited. Always check your account to make sure that the payment you requested has been deposited *before* you start disbursing funds.

When you call your financial institution to verify a payment, *be sure to say that you are checking on a direct deposit payment,* or a deposit made through the Automated Clearing House (ACH). Do *not* use any other terms, such as *wire payment*. There are several kinds of electronic funds transfers, and if your financial institution checks your account for the wrong kind of payment, you may be told incorrectly that the payment has not been deposited.

Recording payments

You should keep records of all the payments that you request. Not only will your records serve as an audit trail of the funds you've requested, but they will also help you reconcile your account with the ***Federal Cash Transactions Report (EDPMS 272)***.

How do you use FEDWIRE?

Limited Enrollment

Enrollment in the FEDWIRE payment method was initially limited to States and large institutions. With the implementation of the Automated FEDWIRE System, recipients may now request enrollment by submitting a letter to the Financial Payment Group (FPG). FPG will send written approval to use the Automated FEDWIRE System and will request the following:

If your financial institution is on-line with the Federal Reserve Bank, send PFB a letter that states:

- the name of your financial institution, and
- your depositor account number at that institution.

If your financial institution is not on-line with the Federal Reserve Bank, send PFB a letter that states:

- the name of your financial institution,
- your depositor account number at that institution, and
- the name of the financial institution and the depositor account number that *your financial institution uses.*

Re-enrolling

Your organization must re-enroll whenever you change your financial institution or your depositor account. As soon as you make either of these changes, send FPG your new information. In ***Appendix E*** of this guide, you'll find a sample letter that you can use.

If you change your financial institution or depositor account, contact FPG immediately. Such changes may stop your payments from the Department of Education.

Your access code

You must have an access code, or password, to request payments using the FEDWIRE method. FPG will give your organization an access code as soon as you've enrolled. If you don't give your access code when you place a request, or if you give an incorrect code, FPG will reject your request.

Changing your access code

To get a new access code, write to your FPG account representative. In ***Appendix G*** of this guide, you'll find a sample letter that you can use.

FPG mails all new access codes to the **authorizing official** at your organization—usually, the chief financial officer or treasurer. Access codes cannot be faxed or given over the telephone.

Designating an authorizing official

Notify FPG immediately whenever there is a change in who can request FEDWIRE funds at your organization.

FPG accepts FEDWIRE requests only from people who have been approved by your organization's authorizing official—usually, the chief financial officer or treasurer.

For that reason, your organization's authorizing official must give FPG a list *in writing* of everyone who can request funds, and must notify FPG immediately about any changes. FPG will deny payment requests from anyone who is not on your list. In ***Appendix F,*** you'll find a sample letter, showing how to submit or change your list of people authorized to request FEDWIRE payments.

Requesting payments

You may request FEDWIRE payments directly on-line. Payments can be requested for same day payment, next day payment, or requests can be entered up to 30 calendar days in advance of payment date and warehoused in EDPMS until the payment date arrives. Same day payment requests must be completed not later than 12:30 p.m. ET in order to be processed for same day payment, since banks generally close out their daily

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business at 2:00 p.m. Automated FEDWIRE payment request made after 12:30 p.m. ET can be processed for next day payment or warehoused for future payment as you choose.

In ***Appendix H*** of this guide, you'll find detailed instructions for requesting FEDWIRE payments through the Automated FEDWIRE System.

Verifying payments

You should always check that a payment you requested was received by your financial institution and deposited in your account. If there are any problems, contact your FPG account representative.

Recording payments

You should keep records of all the payments that you request. Not only will your records serve as an audit trail of the funds you've requested, but they will also help you reconcile your account with the ***Federal Cash Transactions Report (EDPMS 272).***

When may your request be delayed, denied, or reduced?

If you are using an advance payment method, your funds request may be delayed, denied, or reduced if:

- you don't properly complete your ***Federal Cash Transaction Report (EDPMS 272)***,
- you submit your ***Federal Cash Transaction Report (EDPMS 272)*** after the reporting period,
- you request more funds than you have been authorized—either in one request or overall, or
- FPG sends you a letter stating that you may be holding excessive federal funds *and* you do not respond to the letter.

What must you do to be reimbursed?

FPG must have written authorization from your program office before it can approve your reimbursement request.

If your account has been changed from advance funding to reimbursement, the program office which requested this change will tell you how to request payments. In most cases, you will need to fill out a ***Request for Advance or Reimbursement Form (SF-270)*** and send it to the program office. In ***Appendix I*** of this guide, you'll find a sample copy of the ***SF-270*** and detailed instructions for completing it.

After approving your request, the Regional Office will send the ***SF-270*** to Compliance and Enforcement Division (CED) for forwarding to FPG for processing. FPG must have written authorization from (CED) before it can approve your request. Generally, FPG uses direct deposit (ACH/EFT) to make reimbursement payments.

What must you do to receive Direct Student Loan payments?

The Student Loan Reform Act of 1993, part of Public Law 103-66, established a new loan program under Title IV, part D of the Higher Education Act of 1965 as amended. Under this program, known as the Federal Direct Student Loan Program (FDSLP), loan capital is provided directly to student and parent borrowers by the Federal Government rather than through private lenders.

How does the it work?

Generally, a school participating in the FDSLP will originate or, through an alternate originator, make loans to students and parents of students attending the school. Once the loan is approved, the school may then "draw down" or request money from the Department and disburse the loan funds. The FDSLP does not include loans made under the Federal Perkins Loan Program.

The participating school may perform the processing necessary to originate the loan or the processing may be performed by an alternate originator. The Department will provide alternate originator services to participating schools, free of charge, or the schools may contract alternate originator services from an independent servicer.

How does a school get to participate in the FDSLP?

For the first academic year during which the FDSLP is operational, the year beginning July 1, 1994, the Secretary has selected 105 schools to participate in the FDSLP from the eligible schools that had applied to participate in the program. Approximately 40% of all eligible schools may participate in 1995 and 60% in 1996 with full participation expected in 1997. In order to be considered, schools must apply for the program and must meet the requirements of the Student Loan Reform Act of

1993 and any changes in the Act and any administrative initiatives.

How do you request funds?

You must request FDSLP payments separately from other payments. However, you will use the same payment request method for FDSLP as you use for other programs.

If you currently request and receive funds through the Department's Payment Management System (EDPMS), you will also use this system to request and receive your FDSLP funds. For example, if you normally use the ACH/EFT direct deposit method for requesting funds then use the same method to request FDSLP payments. There will be a small change in that FDSLP funds will be maintained in accounts in EDPMS separate from other programs. The account designator for FDSLP funds is "K." You must request FDSLP payments separately and you must specify ACCOUNT TYPE "K" when making a payment request for loan funds ***(See Appendix C, D and H).*** When making a payment request for PELL funds, for example, your account type is "G."

How do you return funds?

If you were paid more loan funds than you need, due to loan cancellations, errors, etc., those funds must be returned to the Department of Education. If you are returning the funds by check, the check should be sent to a "lock box" maintained by a Servicer appointed by the Department of Education to service your returns and perform other FDSLP administrative matters. If you are returning funds by wire, you should use the same procedure described on page 39 for FEDWIRE returns.

What are the reporting requirements?

You will not be reporting the disbursement of FDSLP funds to EDPMS. **You will receive specific reporting instructions from the Office of Postsecondary Education, Student Financial Assistance Programs.**

Any questions related to the FDSLP reporting requirements may be directed to the FDSLP coordinator at:
(202) 708-9788
or addressed to:
FDSLP Coordinator
U.S. Dept. of Education
ROB-3, Rm 4517
Washington, D.C. 20202

Chapter 4

How to report expenditures

As a recipient of a grant award authorization or contract from the Department of Education, you are required to report your cash disbursements (expenditures) using the EDPMS 272 report. Most recipients are required to report on a quarterly basis; however, some recipients are required to report monthly. You will receive the EDPMS 272 report—monthly or quarterly—from the Department of Education for each general account that you have in EDPMS. A general account (Type "G") is one for which you receive funds and you are required to report disbursements to FPG.

The monthly EDPMS 272 report is retrieved electronically by the office designated by your organization's treasurer, comptroller, or chief financial officer, and the quarterly EDPMS 272 report is mailed to your business office.

What is the EDPMS 272 report?

The EDPMS 272 report is an automated, financial report that you use to report your cash disbursements (expenditures) to EDPMS. The Department of Education uses the information from this report to determine if that the federal funds financed through EDPMS are disbursed in accordance with federal cash management requirements.

Regardless of whether you report on a monthly or a quarterly basis, the hard copy of the report contains the following seven documents..

Complete and return your EDPMS 272 and EDPMS 272A reports by the date specified in the transmittal letter. Your funds may be suspended until the reports are received by the Financial Payment Group.

Transmittal letter

You receive a transmittal letter with each EDPMS 272 report. This letter contains important information or notices regarding financial reporting requirements which you should read carefully. For example, the letter states the date by which you need to complete the report. ***Appendix J*** contains a sample transmittal letter.

Status of Federal Cash Report

This report, referred to as the **EDPMS 272** page 1, summarizes the cash status and funds activity during or up to the end of the reporting period. **This summary report is completed last**. The EDPMS 272A must be completed first. The net disbursements (expenditures) from the 272A are then transferred to the EDPMS 272 page 1. See ***Appendix K*** for an example of the report and instructions on how to complete this part of the EDPMS report.

First complete the EDPMS 272A report, then complete the EDPMS 272 page 1.

Federal Cash Transactions Report

This report, referred to as **EDPMS 272A**, contains a list of documents that are open and active for which you are receiving funds and reporting disbursements. **You must fill out this report first**. You are required to report cumulative cash disbursements (federal cash transactions) through the end of the reporting period.

The report lists the cumulative amount for each grant award authorization, along with the prior cumulative disbursements that you reported for each grant award. It also lists the resolution of previous problems with awards.

To report the cash transactions, enter the current cumulative disbursement for each grant award listed on the report, and enter in the documents missing section, disbursement corrections for any inactive award listed on the EDPMS 272G. Refer to ***Appendix L*** for complete instructions on completing EDPMS 272A.

Statement of Cash Accountability

The ***Statement of Cash Accountability (EDPMS 272B)*** is your

bank statement. It provides information such as disbursements, adjustments and itemized payments forwarded to your EDPMS account. It also provides you with the amount of cash you are held accountable for with the Department.

You use this statement to identify any problems with payments received through EDPMS. Refer to the ***Total Receipts*** section on the EDPMS 272B for a list of payments received. See ***Appendix M*** in this guide for more information about the EDPMS 272B.

Error Correction Document

The ***Error Correction Document (EDPMS 272C)*** was discontinued as of March 31, 1993.

You must notify your Department of Education account representative, in writing, if you have any problems or find any errors. The name and telephone number of your account representative is listed at the bottom of page 1 of the EDPMS 272 report.

Authorizations for Future Periods

The **EDPMS 272F** lists grant award authorizations in EDPMS that are available at a future date. These awards are not included in your available funds balance but are maintained within EDPMS until the start date of the grant award. This report is for information only and does not require you to take any action. See ***Appendix O*** for an example.

Inactive Document Report

The **EDPMS 272G** is used to identify expired grant awards, the amount of any unused funds left on the expired award and the date the award will close in EDPMS.

To close expired grant awards, a process was established in December 1990—the **automated suspension process.** This process identifies awards for closing in EDPMS and suspends or deobligates unused funds from those awards.

Examine the EDPMS 272G carefully. Corrections to disbursements can be made by transferring the award to the EDPMS 272A documents missing section. Other corrections are made by contacting the grants or program office that issued the award.

This process does not replace the current grant award closeout process. Nor does it replace any function that falls under the responsibility of the grants or program offices issuing the awards.

The automated suspension process will suspend (deobligate or cancel) the unused funds in the quarter preceding the closing date listed on the report. Funds are suspended on those awards where the reported disbursements (expenditures) are less than the authorized amount of the grant award.

When an award is suspended, the authorized amount is reduced to the amount of disbursements that you reported. Consequently, the funds available to you are reduced. The grant awards are closed in the next reporting period and are reflected on the EDPMS 272G report with an asterisk (*). No further adjustments will be made to these grant awards without written approval from the grants or program office that issued the grant awards. Refer to ***Appendix P*** for a sample of the EDPMS 272G report.

Questions? If you have any questions related to the adjustment of grant awards, please contact the grants or program office that issues the awards.

When do you report?

The majority of recipients will submit the EDPMS 272 report on a quarterly basis. The exceptions to reporting quarterly are:

- if you are a recipient of $1 million or more in payments annually from the Department of Education, you will be required to report on a monthly basis, as provided in the *Education Department General Administrative Regulations* (34 CFR, parts 74 and 80), or
- if you are experiencing cash management reporting difficulties, you may be required to report monthly.

Reporting quarterly

If you fall into the category of submitting quarterly reports on your disbursements (expenditures), complete the EDPMS 272 mailed to your business office and return it to the Financial Payment Group of the Department of Education by the date specified in the transmittal letter.

Reporting monthly

If you report your expenditures on a monthly basis, you will use MEERS (Monthly Electronic Expenditure Reporting System) to send your EDPMS 272 report electronically to EDPMS through a Department of Education service bureau. By reporting monthly, the Department of Education can monitor the funds advanced to you and obtain accurate disbursement information. This information also helps in developing and reporting projections for education programs.

Questions? If you have any questions about the process or transfer to MEERS, please contact the Financial Payment Group (FPG).

If you have any questions about the software, please contact the FPG or the service bureau.

What you need

If selected to transfer from reporting quarterly to reporting monthly using MEERS, you will be contacted, in writing, by the Financial Payment Group (FPG). Once contacted, you will receive a checklist of hardware and software requirements needed to use MEERS. Fill out the checklist, and return upon completion. At a minimum, you currently need:

- an IBM- or 100%-compatible personal computer with at least 3 megabytes of hard disk space available,
- a modem, and
- DOS 3.3 or higher, preferably DOS 4.0 or 5.0.

What you will receive

Once you provide the required information for transferring to MEERS, the FPG advises you of the transfer date. FPG will also contact the service bureau with the latest list of recipients who are transferring. In turn, the service bureau will provide you, free of charge, with:

- the software,
- a user's guide,
- a user ID and password to access MEERS, and
- a list of contacts at the Department of Education and the service bureau.

What is the process?

When you have transferred to MEERS and are ready to send the EDPMS 272 report electronically, here is how you report your monthly expenditures.

- At the beginning of the month, the EDPMS computer facility sends an electronic file of the EDPMS 272 report to a service bureau.
- The service bureau receives the EDPMS 272 file into its system, which you can retrieve electronically at the beginning of the 10th work day.
- Once you receive the file, review the information and update it with the latest **net** disbursement for the month requested.
- When finished, electronically transmit the completed file to the service bureau. The last day for transmission is the 25th of the month. We suggest that you transmit your file on a normal business day between the 16th and 21st. This will ensure that your file will be received and updated timely.
- Upon receiving your file, the service bureau sends it to the EDPMS computer facility for update to EDPMS.

See ***Appendix Q*** for more information on MEERS.

Or you may be an exception

You are not required to submit the EDPMS 272 Report if you are a recipient of funds from the following programs:

Impact Aid//Direct Loan/Pell ACA/Direct Loan Administrative Payments/Campus-Based Teacher Cancellation Payments

See ***Chapter 7***, in this guide for more information.

How to adjust reported expenditures

You (the recipient) may make adjustments to the reported disbursements (expenditures) on open awards or on awards that are closed in EDPMS.

- **If the award is open** and is listed on the EDPMS 272A or G reports, you may make upward or downward adjustments by reporting the correct cumulative disbursements on the EDPMS 272A. See ***Appendices L and P*** for more information.
- **If an award is closed and you need to increase the reported disbursements** but the award no longer appears on the EDPMS 272A or G reports, you must contact the grants or program office and request an increase to the reported disbursement. If the grants or program office approves the increase the Financial Payment Group (FPG) will have the award reinstated and will post the disbursement for the amount of the net increase. This will appear as a prior period adjustment (line 5) on the EDPMS 272 report and will reduce the "Cash on Hand"(COH) amount. The award will also appear on the EDPMS 272G report with the first two digits of the document number reversed.
- **If an award is closed and you need to reduce the reported disbursements**, provide the information to the grants or program office. Finance will, with the approval of the grants or program office, adjust (increase) the payment amount (line 2 of the EDPMS) by the amount of the reported reduction. This adjustment will result in an increase to your COH amount.

Adjustments to disbursements on closed awards must be requested from the grants or program office that issued the award.

The grants or program office may also initiate an adjustment to the reported disbursements on open awards.

- If the grants or program office reduces your authorization level below your reported disbursement amount, then the disbursement amount will be reduced to the revised authorization level and the reduction will appear as a prior period adjustment (line 5 of the EDPMS 272).

Chapter 5

Controlling your funds

You are responsible for setting up a financial management system that effectively controls and accounts for payment authorizations, cash disbursements or expenditures (if on an accrual basis) and funds received from the Department of Education through EDPMS.

How you develop this system and set up your controls is governed by:

- generally accepted accounting principles (GAAP),
- general standards based on Office of Management and Budget (OMB) circulars,
- Department of Treasury regulations,
- grant award authorizations, and
- your organizational needs.

General standards

The following general standards, based on OMB Circular A-110, prescribe guidelines for administering grants to institutions of higher education, hospitals, and other non-profit organizations. These standards govern financial management systems, procurement policies and procedures, and property management. They are similar to standards prescribed by OMB Circular A-102 for state or local government recipients of federal grants, which are implemented in Title 34, CFR, parts 74 and 80.

At the highest level, your system must control and account for the funds received from the Department of Education by:

- Providing accurate, current, and complete disclosure of financial results for each program or project funded by the Department of Education.
- Keeping records that adequately identify the source and application of funds for grant activities. These records must have information on the grant authorizations, obligations, unobligated balances, assets, expenditures, cash disbursements, and income. If you are a state or local government recipient of a grant, you are required to keep records on liabilities.
- Maintaining effective control over and accounting for all funds, property, and other assets. You must adequately watch over your assets and assure that they are used only for authorized purposes.
- Comparing cash disbursements with budgeted amounts for each grant award or contract.
- Setting up procedures to minimize the time between the request, receipt, and disbursement of federal funds.
- Establishing procedures in accordance with the applicable cost principles and the terms of the award for determining the reasonability, allowability and the allocability of costs.
- Maintaining accounting records that are supported by source documentation.
- Conducting external or internal audits in accordance with generally accepted auditing standards, including the current standards described in the General Accounting Office publication, ***Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.*** Your auditors must meet the criteria for qualifications and independence as discussed in the publication.

Treasury regulations

The Department of Treasury regulations add another level of standards to follow for controlling and accounting for funds. These standards are based on the following Treasury regulations, which are found in ***Treasury Financial Manual, Volume 1:***

- Chapter 4-2500, Treasury Financial Communications System Payments
- Chapter 6-2000, Cash Advances Under Federal Grant Programs, and
- Chapter 6-8000, Cash Management.

In general, the Department of Treasury requires that each federal agency monitor the cash management practices and techniques of its recipients. The federal agency is to make sure that recipients maintain efficient control over collections, promptly deposit receipts, improve disbursement methods, and eliminate idle fund balances.

Based on the Treasury regulations, you are required:

- to request funds as needed for immediate disbursement (whenever possible) and disburse those funds timely, usually within three business days;
- to return excess funds to the Department of Education, which are monitored to ensure that you are maintaining a minimal balance of federal funds;
- to report, in a timely manner, the disbursements and fund balances to the Department of Education;
- to monitor the funds held by secondary recipients to ensure that they are managed effectively, and
- to ensure that advances made by primary recipient or organizations to secondary recipient organizations shall conform to the same standards as apply to primary recipients, i.e., funds should be requested as needed for disbursement.

To order the General Accounting Office publication, contact:

Superintendent of Documents
Public Documents Department
U.S. Government Printing Office
Washington, D.C. 20402

About excess funds

If you have excess funds in your account, which means that your balance holds more funds than needed for immediate disbursement (three day's need), you must return the funds to the Department of Education. *The Department of Education will, except where contrary to law, require recipients maintaining excessive fund balances to return those funds along with interest earned on those funds.*

If you are unwilling or unable to comply with these requirements, the Department of Education will take one of two actions:

- You will be suspended from receiving further funds until the problem is resolved, or
- You will be transferred from receiving advance payments to being reimbursed.

Grant award authorizations

Your grant award authorization governs the control and accounting of your funds by dictating how you request funds and subsequently report disbursement of the funds.

Where you are paid in advance on grant awards, you are required to request funds only when needed for immediate disbursement. For awards where you are reimbursed, you request reimbursement for disbursements made during a specific period. You must submit ***form, SF-270, Request for Advance or Reimbursement,*** along with the disbursement documentation supporting the reimbursement request, to the Department of Education Regional Office (in your area).

If you request funds by advance payment or reimbursement, you must report your disbursements on the ***EDPMS 272A, Federal Cash Transactions Report***, and submit the report on a monthly or quarterly basis. If you don't comply with this requirement, your payments may be delayed until an acceptable report is received by the Financial Payment Group.

Organizational needs

Your financial management system should also provide standards for controlling funds at an organizational level. These standards provide for the following:

- The authorizing official in your organization should know what the balance of available funds is when there is a request for funds.
- The funds balance for all programs is the minimum needed to cover immediate disbursement.
- Your system has a way to track and show that for every withdrawal there is a disbursement (See **Appendices R and S** for suggested accounts and examples of accounting for typical transactions).
- Your system maintains adequate control of funds so that you're not spending more than what you have. You cannot request excess funds to cover future disbursements.

Chapter 6

Returning federal funds

As a recipient of federal funds through grant award authorizations or contracts you are responsible for returning funds to the Department of Education based on the following legislation and standards.

Legislation and standards

Debt Collection Act and Federal Claims Collections Standards

The Debt Collection Act (PL 97-365) and the Federal Claims Collections Standards (4 CFR, parts 101 through 105), published jointly by the Department of Justice and the General Accounting Office, prescribe that federal agencies:

- promptly determine and establish debts due the federal government,
- promptly notify debtors of any amounts owed, including a description of the procedural rights of a debtor to dispute the debt or arrange for payment,
- charge interest on unpaid debts at the rate prescribed by the Department of Treasury, unless specifically prohibited by law, and
- arrange for payment of funds to the Treasury as quickly as possible.

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Single Audit Act

The Single Audit Act of 1984 (PL 98-502) established audit requirements for state and local governments receiving federal funds. As a result of this law, the audit guidelines in Office of Management and Budget (OMB) Circular A-128 were created. The guidelines were later expanded to include Circular A-133, which addresses audits of institutions of higher education and other non-profit organizations. See ***Returning funds as the result of an audit or program review*** in this chapter.

When do you return funds?

It is your responsibility to return funds to the Department of Education when:

- you are identified as having excess funds (excess cash on hand) in your account,
- you have "excess cash" as a result of a reduction to your reported expenditures on a closed award,
- you have unused funds and expect no more funding from the Department of Education,
- you owe the Department of Education for disallowed expenditures found during an audit or program review, or
- you earned interest on your federal funds.

The rest of this chapter describes how the legislation and standards affect the return of funds to the Department of Education, tells you when you should return the funds, and describes what happens if you fail to do so.

Please note! If you receive specific instructions regarding the return of Federal funds, please follow those instructions to ensure proper application to your account.

Returning excess funds

The Financial Payment Group (FPG) reviews your EDPMS 272 financial report (monthly or quarterly) for excess funds (also known as "cash on hand" or "excess cash") in your account. If FPG finds excess funds, you will receive a letter notifying you to:

- return the excess funds, or

See ***Appendix T*** in this guide for a sample letter notifying you of excess funds in your account.

- certify that your current disbursements (expenditures) have reduced the excess funds, or
- contact the Department of Education account representative immediately if you find that the excess funds reported were because of errors made when you reported your disbursements (expenditures).

If you do not respond within **10 days** (from the date on the letter), you may be suspended from receiving further funds, or you may be placed on the reimbursement payment method. In addition, PFB will refer the debt for billing and collection.

Subsequently, an accounts receivable will be set up by the Department of Education's Accounts Receivables Management Group and sent to the National Finance Center (NFC) who will send you a bill (See ***Appendix U-2***). Any accrued interest, penalties and administrative fees, as appropriate, will be included in the billing, along with payment instructions for returning excess funds.

Returning funds resulting from a reduction to reported expenditures on a closed award

The procedure for returning funds resulting from a reduction to reported expenditures on a closed award has changed. In the past you were required to send a check to the Department of Education for the amount of the reduction. Now, an adjustment is made to your account which increases your "Cash on Hand" by the amount of the expenditure reduction. If this adjustment causes excess "Cash on Hand" (line 6 of the EDPMS 272 report), you would then return those excess funds to PFB. **Do not return the funds unless you have excess "cash on hand."**

How the expenditure reduction to the closed award is handled

You may discover that you reported too many expenditures in a prior period for an award that is now closed (no longer listed on the EDPMS 272 A or G reports). This can happen because of an error or due to student refunds that may not have been accounted for. You must contact the program or grants office that issued the award and request that the reported expenditures be reduced. The program or grants office will notify the FPG (Financial Payment Group). The FPG will adjust your account by increasing your "Cash on Hand" amount that appears on the EDPMS 272 report. If the adjustment results in excess funds ("Cash on Hand" on the EDPMS 272 report) then the FPG will notify you to return or account for the excess funds (See Returning excess funds).

Returning unused funds

Not only does the FPG check for excess funds, but it determines if you are holding any unused funds that should be returned to the Department of Education.

How unused funds are determined

Every quarter the FPG identifies accounts having no activity; for example, no payment requests processed within EDPMS or no EDPMS 272 reports submitted within the past six months. The FP also receives information from you, the Office of Inspector General, and program offices within the Department of Education, indicating that an organization has closed or will be closing. These accounts are classified as **inactive** and are reconciled to determine if any unused funds are being held. If you have unused funds that should be returned, the FPG forwards a letter to your organization listing:

- the total dollar amount initially advanced to you,
- your total reported expenditures, and
- the final amount due to the Department of Education.

How the funds are paid

You must return the funds to the PFB within **30 days** from the date on the letter. If you need assistance or have information that may resolve the amount due (or even a portion of the amount due), contact the Department of Education account representative at any time during the 30 days.

If the amount due is accurate and you do not respond within the 30 days, the funds owed are then referred to as a debt and are forwarded to the Accounts Receivable Management Group for billing and collection by the National Finance Center (NFC). If you do not respond after the NFC sends three demand letters, your debt will be forwarded to a commercial debt collection agency.

At that time, collecting the debt is the responsibility of the collection agency. Any arrangements for payment will be made between you (the debtor) and the collection agency. You need to be aware that, in addition to the accrued interest, penalty and administrative charges imposed by the Department of Education, you will also be charged the agency's fees for collection.

Returning funds as a result of an audit or program review

The Department of Education's Office of Inspector General and certain program offices will perform, issue and review the audits and program reviews for organizations receiving federal funds.

The audits and reviews described here do not limit the right of the federal government to perform its own audit. However, the frequency and scope of federal audits may be affected by these audits and reviews.

What purposes do the audits and reviews serve?

To determine how effectively you control your funds. The audit should be done for your entire organization to test the integrity of your financial management system, and to test how you comply with the terms of the grant awards. These tests should include an appropriate sampling of your grant awards.

To ensure that your organization is reviewed on a regular basis. The frequency at which the audits will be done depends upon the nature, size, and complexity of your grants. The objective is to ensure that audits are held, regardless of whether they're done on a continuing basis or at scheduled intervals.

To ensure that you have a systematic method for resolving audit findings and recommendations. Your method should also allow for timely and appropriate resolution of the audit results.

To inform the appropriate office within the Department of Education about your federal funds. A copy of the audit report and a description of its resolution shall be furnished to the appropriate office.

How the findings are reported

The findings of an audit or program review are contained in a document called the Program Determination Letter (PDL) and sent to you. If the PDL informs you that funds are due to the Department of Education, you will also receive specific instructions for sending the payment (See ***Appendix U-1 for a sample of the Notice to Debtor Letter***). Frequently, the PDL includes a disallowance of expenditures previously reported to FPG on your EDPMS 272.

If payments are owed, the PDL is also sent to the Accounts Receivable Management Group in Financial Services where an accounts receivable is set up. Also, a ***Bill for Collection*** is issued through a billing agent for the disallowed amount, accrued interest, and penalties. Instructions for payment also are included with this billing.

You should **not** reduce the amounts reported as expended on your EDPMS 272 for the disallowances contained in the audit or program review. Any return of funds for these purposes will not be credited to your EDPMS account and do not reduce your "cash on hand" (line 6 of the EDPMS 272 report).

How payments are made

If you owe the Department of Education more than $100,000, send the payment through your financial institution by FEDWIRE. See *Appendix V* for instructions on sending payments through FEDWIRE. If you owe **less** than $100,000, send the payment, by check, to the Department of Education's billing agent.

To ensure that you receive credit for the payment, you **must** follow the instructions contained in the PDL. Also, see *Appendix W* for specific information related to the payment of funds.

Returning interest earned

If you receive funds through the advance payment method, and retain those funds in interest-bearing accounts, you are required to return the interest earned to the Department of Education at least quarterly, unless federal statute provides otherwise.

Penalties for failing to return funds or make payments

When you have funds to return

If you do not return funds owed to the Department of Education, any of the following penalties may occur:

- You may be transferred from the advance payment method to the reimbursement method, which requires that you request reimbursement for funds you paid out. Under the reimbursement method, you are required to submit copies of the vouchered expenditure supporting the request for reimbursement.
- You may be placed on administrative offset until the debt is paid. When you are placed on administrative offset, the Department of Education will withhold a portion of your payments and apply them toward your debt.

If you owe more than $100,000, send the payment by FEDWIRE (See *Appendix V*).

If you owe less than $100,000, send the payment, by check, to our billing agent:

USDA Administrative
Collections
P.O. Box 70792
Chicago, Illinois 60673

Make check payable to the Department of Education.

(see *Appendix W)*

It is important that you return the interest earned because you don't want future payments to be offset (reduced) by the amount of the interest earned. Be sure to write on your check that you are refunding interest earned.

- Your funds may be suspended because you were not properly reporting expenditures to the FPG by the due date specified, or you were keeping excess funds.

When you have debts that you owe

In addition, if you have debts with the Department of Education, you may be:

- assessed penalty and administrative charges, as well as the accrual of interest on any unpaid balance,
- referred to a commercial debt collection agency and charged the agency's collection cost,
- referred to the Department of Justice for collection and legal action,
- referred to other government agencies with which you are doing business for administrative offset, and possibly,
- reported to credit bureaus.

Chapter 7

Other Grant Programs

For the majority of recipients, you will receive your funds in advance from EDPMS and report monthly or quarterly on the disbursement of funds. However, if you receive funds from an Impact Aid or a block grant program, the payment and reporting procedures are different from receiving funds in advance from EDPMS. This chapter explains the differences.

Impact Aid

Impact Aid funds under Title I of PL 81-874 (as amended) are issued to school districts for maintaining and operating their schools. To be a recipient, the Division of Impact Aid in the Office of Elementary and Secondary Education (OESE) must receive your application for funds from your State office. The funds are allocated based upon the information provided by school districts.

In turn, the OESE prepares a list of school districts receiving funds and the amount of each payment. This list is sent electronically to offices within the Financial Payment Group (FPG) of Financial Services for processing.

You **must** ensure that the financial institution information is correct on the ***Direct Deposit Sign-up Form, SF-1199A.*** See ***Appendix A*** in this guide for procedures on how to complete and submit the direct deposit form.

How payments are made

Payments are made electronically using the Automated Clearing House/Electronic Funds Transfer, or ACH/EFT, (direct deposit) payment method. The funds are deposited into a depositor account at the financial institution that your school district designates. You will receive these funds within two-to-four days from the time that the FPG receives the OESE payment schedule.

Once a payment is processed successfully, the FPG notifies the Impact Aid office. The office mails a form to your school district, stating the payment and calculations used in arriving at the amount.

Payments are rejected automatically by financial institutions that no longer provide a service to a school district. Therefore, if you have been advised by OESE that a payment has been made to your school district, it is imperative that you advise FPG when:

- any change occurs,
- the financial institution changes, or
- the depositor account at the financial institution changes.

Block grants

Block grants are issued to states by the Department of Education and are maintained in EDPMS under a unique account designated for block grant recipients.

How payments are made

Payments are made through the FEDWIRE into the depositor account at a financial institution that the state specifies. Designated individuals (authorized by a state official) place requests for payments directly with the FPG. These individuals are required to request funds, as needed, to meet your immediate disbursement needs.

Direct Loan Program Campus-Based Teacher Cancellation Pell Administrative Allowance

How payments are made

Payments are made electronically using the Automated Clearing House/Electronic Funds Transfer, or ACH/EFT, (direct deposit) payment method. The funds are deposited into a depositor account at the financial institution that your school district designates. You will receive these funds within two to four days from the time that the FPG receives the OPE payment schedule.

Reporting Requirements

The program office may require you to report disbursements to them; however, you are **not** required to report disbursements to the FPG using the ***EDPMS 272 Federal Cash Transactions Report.***

Other Grant Programs are identified in EDPMS with the following account types:

PROGRAM	***ACCOUNT TYPE***
Impact Aid	***I***
Block Grant	***B***
Direct Loans	***K***
Direct Loans Administration	***T***
PELL ACA	***Q***
Campus-Based Teacher Cancellation	***Y***

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Chapter 8

Related processes and legislation

To help you better understand processes and legislation that affect how you report, track, and access information on your federal funds, this chapter describes:

- the process used for identifying grant awards for suspension,
- the legislation impacting your obligations for reporting and tracking funds within your EDPMS account,
- the legislation affecting the disbursement of funds between the federal government and states, and
- an automated telephone system that lets you access your EDPMS account information or your Department of Education account representative in the Financial Payment Group (FPG).

Automated suspension of funds

In December 1990, Financial Services established the automated suspension process to identify, on a quarterly basis, grant awards for suspension and to alert the appropriate grants and program offices within the Department of Education of the suspension.

The automated suspension process does not replace the current grant award closeout process, nor does it replace any of the responsibilities of the Grants and Contracts Service or program offices.

How the process works

The automated suspension process serves as a safety net for ensuring that unused funds are reduced on expired grant awards. The actual suspension of funds begins six months after a Discretionary grant award expires and eighteen months after a Student Financial Assistance (SFA) and Formula grant awards expire. ***These awards are identified on the Inactive Document Report (EDPMS 272-G) as Alert Status 1.*** However, before the unused funds are removed and the grant award is closed out, the program offices affected by the suspension have approximately three months to make authorization or budget and date adjustments to the expired awards. If no adjustments are necessary or are not authorized by the office issuing the grant award, the automated suspension process automatically reduces the remaining unused funds. When this occurs, the Alert Status changes to "2" and is shown on the 272-G for the grant award. The Alert Status "3" means that the grant award has been closed in EDPMS.

What you are responsible for

Both you and the program offices are responsible for reviewing each grant award and making the necessary adjustments to ensure that the awards are closed out at the correct disbursement levels. By reviewing your ***Inactive Document Report (EDPMS 272G)*** on a regular basis, you can ensure that the disbursement of funds is recorded correctly. **If you need to make adjustments, such as requesting an extension to the award end date or restoring authorizations that had been reduced, forward your request to the grants or program office issuing the grant award.** If you are required to report expenditures to a program or grants office, you should ensure that the expenditures reported on the EDPMS 272 and on program reports agree before the awards are closed.

A recent change to the process

Recently, the process was changed to reduce (deobligate or suspend) unused funds on discretionary grant awards at nine months after expiration instead of twenty-one months. The

M-Account legislation

The National Defense Authorization Act of fiscal year 1991 (PL 101-510), also known as M-Account legislation, was enacted by Congress in November 1990. This law restricts the period of obligation, disbursement, tracking, and reporting of federal funds to five years after the period of availability for obligation ends.

How the legislation works

All federal agencies are required to report and track federal funds for five years. Previously, there were no restrictions on the number of years that federal agencies maintained accounts at the Treasury (X-year funds are excluded).

All unexpended funds are canceled five years after the period of availability for obligation ends (or 5 years after the award expiration date). All unexpended funds for fiscal years prior to 1989 were cancelled as of September 30, 1994. Fiscal year 1990 funds are cancelled as of September 30, 1995. These funds will not be available for restoration. However, up to *1% of the current* year's appropriation can be used by the Department of Education toward a valid obligation on a cancelled award, as long as the original authorized amount is not exceeded. This will reduce the amount available to program or grants offices for issuing new grant awards.

What are your responsibilities?

Review your EDPMS 272 report. It is imperative that you carefully review your EDPMS 272G report for each reporting period. Check each quarter or each month, if reporting monthly, to ensure that all disbursements are referenced correctly, and that the previous year's grant awards are correct. For example, if the disbursement amount is less than the authorized amount of the grant award, the award will be reduced to the level of the last reported expenditure, which means that your current funds available in your EDPMS account will decrease.

Report any changes. If you need to make changes, record the change on the EDPMS 272A report and return it to the Financial Payment Group.

Work with the issuing grants or program office to resolve problems. If you experience problems related to the obligation of funds or the reduction of funds on grant awards, you must work with the Department of Education grants or program office responsible for issuing the grant prior to the end of the fiscal year. Be sure that you reported the same expenditures for the grant award to your program or grants office that you reported on your EDPMS 272 report.

How your available funds are calculated

As part of tracking your funds, you should know how your available funds are calculated. To find out the total funds available to you, **subtract** the total funds advanced you **from** your total cumulative award authorizations.

Cash Management Improvement Act

The Cash Management Improvement Act of 1990 (PL 101-453), or CMIA '90, was enacted in October 1990. Originally, it was to become effective in October 1992; however, Congress granted an extension for implementing this act until July 1993.

The main objective of this legislation is to improve business relationships between the federal and state governments through the use of sound cash management principles. More specifically, CMIA '90 was enacted:

- to improve the transfer (disbursement) of funds between federal agencies and the states, and
- to require that states request funds in a timely manner, and that federal agencies disburse funds to states in a timely manner.

The Act also requires the Federal Government to pay interest to the State if funds are not transferred in a timely manner. The States are required to pay interest to the Federal Government if funds are not disbursed in a timely manner. However, the objective of the law is not to calculate and pay interest.

How the legislation works

CMIA 90 requires that the Secretary of the Treasury enter into an **agreement** with each state. This agreement defines the provisions and procedures unique to each state in complying with the act, and it may contain:

- the definition of a state,
- the funding techniques used, and

- the method for calculating interest.

After finalizing the state agreement, both the state and federal agencies must ensure that the conditions agreed to are met. Also, it is the responsibility of each federal agency to ensure that payments are made promptly, and then, to provide the Treasury with verification of these payments, which may result in the payment of interest to a state. States are required to track programs and to calculate Federal interest liabilities and State interest liabilities for each program. States shall submit an annual report to Treasury accounting for the interest liabilities.

Who participates?

A total of 15 major, federal-assistance programs were included under CMIA 90 for fiscal year 1992. Also included were four Department of Education programs:

- PELL (implementation waived until July 1994),
- Rehabilitation Service Administration (basic support),
- Chapter I Local Education Agencies, and
- Special Education (state grants).

Additional federal programs will be added in the follow-on years. Their participation will be based on recent fiscal year expenditures for which single audit data is available. Also, the inclusion of federal programs must be agreed to by both the state and Secretary of the Treasury.

Programs that have payments subject to the Prompt Pay Act of 1982 are excluded from CMIA 90.

Payment Account Query/Voice Message system

In December 1992, Financial Services installed an automated telephone system, the Payment Account Query/Voice Message system, which allows you to access information about your EDPMS account. By using a touch-tone telephone and calling the following telephone numbers, you can:

- receive general information and information about payments to your EDPMS account (202-205-3618), or
- contact your Department of Education payment account representative (202-401-1237).

How to access the system

Anyone can access the system at any time to receive general information using a touch-tone phone. However, before you can access specific account information or speak to an account representative, you must receive both a five-digit query code and a two-digit Financial Payment Group (FPG) account representative code. You will use the query code to receive information on your account balance and information on the status of your last two payment requests. You will use the representative code to transfer your call to your FPG account representative.

Once you enter the system, you are prompted to select from a menu of options. The following options are available:

- your EDPMS account balance and the status of your account, for example if your funds are on hold,
- the status of the last two payments you requested through EDPMS,
- instructions on how to complete the quarterly EDPMS 272 financial report,
- request a copy of your latest EDPMS 272 report, and
- the option to transfer from the Payment Account Menu into Voice Message where you can speak with or leave a message for your FPG account representative.

If you misplace the codes for accessing the system or if you didn't receive any, please call the Customer Service Hotline at 202-401-2095.

More about Payment Account Query

You are allowed two attempts to make a selection from the Payment Account Query menu. If you do not make a selection, the call is automatically ended. However, if you make a selection and receive the information you need, you can return to the main menu (to make another selection) or exit the system.

Transferring into Voice Message

You may transfer from the Payment Account Menu to the Voice Message system to contact your FPG account representative. By entering your two-digit code, your call will be routed into the Voice Message system. Once transferred, you can speak with the representative or leave a message.

Glossary

ACCOUNT NUMBER A five-character, alphanumeric code that EDPMS assigns to identify your accounts. The first four characters identify the PIN, and the fifth character identifies the type of account. You can have one or more of the following accounts in EDPMS:

G	General (advance payment or reimbursement)
B	Block grant
I	Impact Aid
Q	PELL Administrative Cost Allowance Payments
X	Special funded accounts
Y	Campus-Based Teacher Cancellation

(For accounts dating back prior to 1986, the first four characters of the account number may be different from the PIN.)

ACH/EFT Automated Clearing House/Electronic Funds Transfer. A method of payment in which funds are transferred through the Federal Reserve Bank into your depositor account at a designated financial institution. The funds are deposited into the account, and available for use 1 to 2 days after the Federal Reserve Bank Network receives payment information. This payment method is also called **direct deposit.**

ADVANCE See payment.

AUTHORIZATION A grant award, contract, cooperative agreement, budget authorization, or similar document advising you of the federal funds available, by program, for a specific period of time.

AUTHORIZING OFFICIAL The individual in your organization who has the authority to approve those individuals who can request funds from the Department of Education. The chief financial officer is the authorizing official in most organizations.

AUTOMATED FEDWIRE An advance payment method where payments are requested and deposited electronically, through the Federal Reserve Bank network, into your depositor account at your financial institution.

AUTOMATED SUSPENSION An automated process within EDPMS that identifies expired grant awards. Once identified, this process suspends unused funds prior to closing out the grant award.

AWARD A legal document, issued by a program office or by the Grants and Contracts Service, permitting EDPMS to advance or reimburse funds to organizations. See also ***authorization.***

BEGIN/END DATE The month and year on which a grant award begins and ends. It is the funding period for the award, plus any amendment. Normally, the funding period is 12 months.

BLOCK GRANTS Grants that are specifically issued to government units in accordance with statutory requirements. Such grants may be used for a variety of activities within a broad area.

BUDGET PERIOD Usually, a 12-month period where a grant award has an approved budget. See also ***project period award.***

CASH BASIS The basis of accounting where revenues are recorded when cash is received, and expenditures are recorded when cash is disbursed.

CASH ON HAND (COH) The amount of federal funds available in the depositor account at your financial institution which have not been disbursed. The balance is calculated on the total funds received, less the federal share of disbursements reported on the EDPMS 272 report and any refunds received. The balance must not include accruals, accounts payable, or funds belonging to the Department of Education (such as, interest earned).

CFDA Catalog of Federal Domestic Assistance. The Office of Management and Budget uses codes from this catalog for identifying federal programs. For example, CFDA code 84.063 identifies the department (84 represents the Department of Education) and the program (063 represents the PELL program). This code is also part of the grant award authorization number issued by the Department of Education.

CLOSEOUT The process of closing an expired grant award, including sending the award file to the Federal Records Center.

CMIA '90 The Cash Management Improvement Act (PL 101-453) referred to as CMIA 90, was enacted in October 1990 for improving cash management practices between federal and state governments.

CRS Central Registry System. A system containing a list, or registry, of all organizations doing business with the Department of Education. The system maintains each organization's name, address, tax identification number, and the PIN.

DRAWDOWN The process of requesting a payment from your EDPMS account and receiving the payment into your depositor account at your financial institution or bank.

DEOBLIGATE The process or removing unused funds previously made available to you in an award authorization. Deobligated funds remain at the Department of Education until they are obligated and made available to you or are canceled and returned to Treasury.

DIRECT DEPOSIT See *ACH/EFT.*

DISBURSEMENTS The funds that you actually spend for administering a grant award. You must report your disbursements on the EDPMS 272 report. This term is synonymous with expenditure. Disbursements are reported on the EDPMS 272 on a "cash basis."

DISCRETIONARY GRANT AWARD A grant award that is usually awarded by competition for a defined project of limited time. The conditions of this award are that no future funds are committed and that the grant is fully obligated at the time award is issued.

DOCUMENT NUMBER The Department of Education uses a unique, ten-character number to identify a grant award issued by a specific office to a specific recipient. Each grant award has a series of codes identifying: the program office issuing the award, the CFDA code, the funding fiscal year, and the organization receiving the grant. For example, the document number P063P21111 refers to a grant issued by the PELL Grant program office within the Office of Postsecondary Education during the 1992 fiscal year.

EDPMS Department of Education Payment Management System. The system that maintains accounts for all recipients receiving financial assistance from the Department of Education in support of education programs. EDPMS is the central repository for all payments, disbursements, and funds balances.

EFT Electronic Funds Transfer. The transfer of funds from the Federal Reserve Bank network to financial institutions (or between financial institutions) using telecommunications.

EIN Entity Identification Number. A three-part code, consisting of 12 characters, that is used to identify organizations or individuals doing business with the Department of Education. The code begins with a prefix which is assigned by the Department of Education (either 1 for an organization or 2 for an individual). The prefix is followed by your nine-digit tax identifier, which is assigned by the Internal Revenue Service for organizations or is an individual's Social Security number.

The EIN ends with a two digit suffix assigned by the Department of Education.

EXCESS CASH See **cash on hand.**

EXPENDITURE See **disbursement.**

FISCAL YEAR (FY) The fiscal year for the federal government begins October 1 and ends the following September 30.

FORMULA GRANT A grant where the funds are awarded to a state based upon a formula defined in the program statute or Department of Education regulations. These funds may be allocated, by a state, to local education agencies in support of continuous educational activities.

FRBNTW Federal Reserve Bank Network System. A nationwide telecommunications network connecting the Federal Reserve Banks to member commercial financial institutions that maintain accounts with a Federal Reserve Bank.

FS Financial Services. This office within the Department of Education is responsible for maintaining and operating EDPMS. The Financial Payment Group is part of FS.

ICN Institutional Control Number. This alphanumeric number is assigned by you (the recipient) to identify grant awards funded by EDPMS. When you complete your EDPMS 272 report, enter this number on the EDPMS 272-A (see ***Appendix L-1*** column (b)). Subsequently, you will see the number on future reports because it is recorded within EDPMS. This number may contain any combination of letters or numbers and be up to 12 characters in length.

MEERS Monthly Electronic Expenditure Reporting System. This system allows you to electronically receive the EDPMS 272 report from the Department of Education (on a monthly basis), update the report, and then send the report to a service bureau for update to EDPMS.

M-ACCOUNT LEGISLATION The National Defense Authorization Act of 1991 (PL 101-510), also, referred to as the M-Account Legislation, prescribes that federal agencies track and report on federal funds in the current year and for five years after the award expiration date (period of availability). After the five years, the Department of Treasury will cancel any unexpended or unobligated funds remaining on an award. These funds cannot be restored.

NFC National Finance Center. This office is part of the Department of Agriculture. It serves as the billing agent and the collector of accounts receivable for the Department of Education.

OBLIGATE To authorizing or make funds available to you.

OC Object Class. Also referred to as Objective Classification, is a method of recording financial transactions in terms of the nature of the services or articles for which obligations are first incurred. This method is prescribed by the OMB circular A-12 and the Department of Treasury circular 1073. It is used throughout the federal government when submitting budgets.

PAN Payee Account Number. See **account number.**

PAYEE The recipient (organization or individual) of funds from the Department of Education who is responsible for accounting for those funds. The payee may be a single entity, such as a college, or a central finance office which requests funds and prepares financial reports for several campuses within a university system.

PAYMENT The funds that EDPMS has deposited into your account at your financial institution or bank. The payment must be disbursed or used within three business days.

PERIOD OF AVAILABILITY The time frame from the obligation or authorization of the funds until the award expiration date.

PIN Payee Identification Number. This random four-character, alphanumeric number is automatically assigned by EDPMS to identify you. There will be one PIN assigned to each PIN. The Department of Education uses the PIN on all correspondence with you. The PIN is also the primary number that is used to track your transactions within EDPMS.

PROJECT PERIOD AWARD A grant award covering a 12-month period that is divided into several distinct periods. This award is funded on a budget period that is either committed to or subject to the availability of funds. A project period award may be reduced by the carryover of unused funds from prior periods. See also ***budget period.***

RECIPIENT Any state, local education agency, educational or research institution, public or private non-profit organization, or individual receiving a grant, cooperative agreement, contract, or loan from the Department of Education.

SERVICE BUREAU An organization providing any of these services for the Department of Education: accumulates financial data, verifies the data received, and electronically sends the data for update into EDPMS for processing payments and preparing internal and external financial reports.

SERVICER An organization or individual contracted by you to perform financial or other services which may include interacting with the offices at the Department of Education in your behalf.

STATUS OF AWARD Your grant awards within EDPMS can have a status of:

active	the award has not expired; you can request funds and report disbursements,
expired	award end date has been reached; the award may be either inactive or closed,
inactive	awards have reached their end date but remain open in EDPMS; you may still request funds (reimbursement) and report valid expenditures incurred before the award end date,

Open	awards have not been closed and they are either active or inactive, or
closed	the Department of Education has made the final adjustments to the award and you have reported the final expenditures; you cannot request funds through EDPMS.

TREASURY CHECK A method of payment in which the Department of Treasury issues a check to recipients. Though this process is no longer done in EDPMS, it has not been eliminated.

Appendicies

APPENDIX	DESCRIPTION	
A	Direct Deposit Sign-up (SF-1199A)	
B	Request for Access Code	
C	ACH/EFT Payment Request - Operator Assisted Mode	
D	ACH/EFT Payment Request - Touch-tone Telephone Mode	
E	FEDWIRE Financial Institution Information	
F	Submission/Change of FEDWIRE Designees	
G	FEDWIRE Request for Replacement of Access Code	
H	Automated FEDWIRE Instructions	
I	SF-270 - Request for Advance/Reimbursement	
J	EDPMS Sample Cover Letter	
K	EDPMS 272	Status of Federal Cash
L	EDPMS 272-A	Federal Cash Transactions Report
M	EDPMS 272-B	Statement of Cash Accountability
N	EDPMS 272-C	Error Correction Document
O	EDPMS 272-F	Authorizations for Future Periods
P	EDPMS 272-G	Inactive Documents Report
Q	MEERS Information	
R	Suggested General Ledger Accounts	
S	Illustrated Accounting Entries	
T	Excess Funds Notification Letter	
U	NFC Billing and Payment Instructions	
V	Remitting Payment to NFC (Amount over $100,000)	
W	Remitting Payment to NFC (Amount under $100,000)	

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Standard Form 1199A
(Rev June 1987)
Prescribed by Treasury
Department
Treasury Dept Cir 1076

OMB No 1510-0007

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 *(TO BE COMPLETED BY PAYEE)*

A NAME OF PAYEE *(last, first, middle initial)*

ADDRESS *(street, route, P.O. Box, APO/FPO)*

CITY	STATE	ZIP CODE

TELEPHONE NUMBER
AREA CODE

B NAME OF PERSON(S) ENTITLED TO PAYMENT

C CLAIM OR PAYROLL ID NUMBER

Prefix	Suffix

D TYPE OF DEPOSITOR ACCOUNT ☐ CHECKING ☐ SAVINGS

E DEPOSITOR ACCOUNT NUMBER
☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

F TYPE OF PAYMENT *(Check only one)*

- ☐ Social Security
- ☐ Supplemental Security Income
- ☐ Railroad Retirement
- ☐ Civil Service Retirement (OPM)
- ☐ VA Compensation or Pension
- ☐ Fed Salary/Mil. Civilian Pay
- ☐ Mil. Active ______
- ☐ Mil. Retire ______
- ☐ Mil. Survivor ______
- ☐ Other ______ *(specify)*

G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY *(if applicable)*

TYPE	AMOUNT

PAYEE/JOINT PAYEE CERTIFICATION

I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.

SIGNATURE	DATE
SIGNATURE	DATE

JOINT ACCOUNT HOLDERS' CERTIFICATION *(optional)*

I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.

SIGNATURE	DATE
SIGNATURE	DATE

SECTION 2 *(TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)*

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS

SECTION 3 *(TO BE COMPLETED BY FINANCIAL INSTITUTION)*

NAME AND ADDRESS OF FINANCIAL INSTITUTION

ROUTING NUMBER ☐☐☐☐-☐☐☐☐ CHECK DIGIT ☐

DEPOSITOR ACCOUNT TITLE

FINANCIAL INSTITUTION CERTIFICATION

I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.

PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

NSN 7540-01-058-0224

1199 206

GOVERNMENT AGENCY COPY

BEST COPY AVAILABLE

APPENDIX A-2

INSTRUCTIONS FOR COMPLETING
SF-1199A - DIRECT DEPOSIT SIGN-UP FORM

Recipients can obtain an SF-1199A from their account representatives. The pre-printed instructions on the reverse side of the SF-1199A should be disregarded and the instructions given below should be followed in completing the SF-1199A.

The recipient is to complete Sections 1 and 2 of the SF-1199A. The recipient's financial institution is to complete Section 3 and mail the completed form to the Department of Education. The financial institution will mail a copy of the completed SF-1199A to the recipient.

INSTRUCTIONS - SECTION 1

ITEM A	Name of Payee Address Telephone number	Enter the name and address organization. Enter number of person authorized to certify the payment request.
ITEM B	Name of Person(s) Entitled to Payment	Leave Blank
ITEM C	Claim or Payroll ID Number	Enter the following information for prefix and suffix: Prefix - 12 character EIN. Suffix - 4 character PIN.
ITEM D	Type of Depositor	Place an X in the Appropriate box.
ITEM E	Depositor Account	Enter the payee's account number at the financial institution in which funds are to be deposited. Include blanks or dashes when entering the account number.
ITEM F	Type of Payment	Enter X in the "Other" box.
ITEM G	Box for Allotment of Payment Only	Leave Blank
Payee/Joint Certification		Authorized Certifying Officialfor the payee is to sign the form.

INSTRUCTIONS - SECTION 2

Government Agency Name	Enter: Department of Education
Address	Enter: 600 Independence Avenue, SW Suite 3321 - Mail Stop 4331 Washington, D.C. 20202-4331

U.S. Department of Education
Financial Payments & Cash Management Operations
Financial Payment Group
600 Independence Avenue, S.W.
Mail Stop 4331 - Suite 3321
Washington, D.C. 20202-4331

ATTENTION: (Enter name of ED Account Representative)

I am requesting the replacement of the ACH/EFT access code from the Department of Education. The information pertaining to our organization is as follows:

Name of Organization: ____________________

PIN Number: _______ Account Type: ______

The reason for replacing the access code is stated below:

I acknowledge responsibility for the security and use of the access code. Should it be lost, I or my designee, will immediately report it to our account representative and follow up with a notice in writing.

I certify the information in this letter is correct.

Signature of Certifier : ________________________
(Chief Financial Officer)

Title of Certifier : ____________________

Telephone Number : ___________________

Sincerely,

APPENDIX C-1

ACH/EFT PAYMENT REQUEST RECORD

LINE 1	PIN	_ _ _ _
LINE 2	ACCOUNT TYPE	_
LINE 3	ACCESS CODE	DO NOT WRITE HERE
LINE 4	AMOUNT REQUESTED	$__________ (WHOLE DOLLARS ONLY)
LINE 5	CASH ON HAND	$__________ (WHOLE DOLLARS ONLY)
LINE 6	PREPARER'S INITIALS/DATE	______/____
LINE 7	CONFIRMATION CODE: _ _ _ _ _ _ _ _	

APPENDIX C-2

INSTRUCTIONS FOR SUBMITTING AN ACH/EFT PAYMENT REQUEST

The ACH/EFT Payment Request Record illustrated in Appendix C-1 should be used by recipients to provide a record of payments requested using the ACH/EFT payment method. A separate record should be completed for each payment request made so as to provide an audit trail and aid in account reconciliation. To submit a request and provide a record of the transaction follow these four steps:

Step 1	Using the instructions provided under LINE DESCRIPTION below complete lines 1, 2, 4, 5, and 6 of the ACH/EFT Payment Request Record before placing a call to the service bureau.
Step 2	Call the service bureau (1-800-654-8341) and provide the operator with the information entered on lines 1 and 2 of the ACH/EFT Payment Request Record in Step 1 and your access code (Password).
Step 3	Continue on with your request by providing the operator with the information you have entered on lines 4 and 5.
Step 4	If the service bureau accepts the request, the caller will be provided with a confirmation code. Record the confirmation code on the payment request record.

LINE	DESCRIPTION
1	Enter the PIN. When giving the service bureau a numeric PIN which contains a "0" over the phone, be sure to say "zero" instead of the letter "O".
2	Enter the account type that has been assigned the account.
3	Do not write the access code on the record.
4	Enter the amount of payment being requested. Use WHOLE DOLLARS.
5	Enter the Cash on Hand. Use WHOLE DOLLARS. If you have used all of the funds previously requested and some of your own funds, report the amount as a negative amount using a minus sign, if you have used all the funds previously requested then report "0", and if you have not used all the funds previously requested report the funds in your account.
6	Enter the initials of the person calling the request into the service bureau and the date the call is placed.
7	Enter the 7 digit confirmation code received from the service bureau operator. Do not hang-up the phone until receiving this code. The code is needed by the Financial Payment Group to research payment problems, or confirming that the request was processed.

APPENDIX D-1

TOUCH-TONE TELEPHONE
ACH/EFT PAYMENT REQUEST RECORD

LINE

1a. PIN _ _ _ _

1b. Converted PIN _ _ _ _ _ _ _ _ _ _#

A	*21
B	*22
C	*23
D	*31
E	*32

F	*33
G	*41
H	*42
I	*43
J	*51

K	*52
L	*53
M	*61
N	*62
O	*63

P	*71
Q	*11
R	*72
S	*73
T	*81

U	*82
V	*83
W	*91
X	*92
Y	*93
Z	*12

2a. Account Type _

2b. Converted Account Type *_ _ _#

3. Access Code (do not write it here) _ _ _ _ _#
Converted Access Code, also known as Password.
If same, no conversion necessary.

4a. Amount requested (WHOLE DOLLARS) _ _ _ _ _ _ _ _ _ _

4b. Converted Amount (WHOLE DOLLARS) _ _ _ _ _ _ _ _ _#

5a. Cash On Hand (WHOLE DOLLARS) _ _ _ _ _ _ _ _ _ _

5b. Converted Cash On Hand (WHOLE DOLLARS) _ _ _ _ _ _ _#

NOTE: If negative, enter star (**) before entering amount.

6. CONFIRMATION CODE: _ _ _ _ _ _ _ _ _

7. PREPARER'S INITIALS/DATE ______/_____

"SAMPLE" TOUCH-TONE TELEPHONE
ACH/EFT PAYMENT REQUEST RECORD

LINE

1a. PIN 2 A 6 W

1b. Converted PIN 2 _ _ * 2 1 6 _ _ * 9 1 #

A	*21
B	*22
C	*23
D	*31
E	*32

F	*33
G	*41
H	*42
I	*43
J	*51

K	*52
L	*53
M	*61
N	*62
O	*63

P	*71
Q	*11
R	*72
S	*73
T	*81

U	*82
V	*83
W	*91
X	*92
Y	*93
Z	*12

2a. Account Type G

2b. Converted Account Type * 4 1 #

3. Access Code (do not write it here) _ _ _ _ _ #
Converted Access Code. Also known as Password.
If same, no conversion necessary.

4a. Amount requested (WHOLE DOLLARS) 3 0 0 0 _ _ _ _ _

4B. Converted Amount (WHOLE DOLLARS) 3 0 0 0 _ _ _ _ _ #

5a. Cash On Hand (WHOLE DOLLARS) - 2 5 0 _ _ _ _ _

5b. Converted Cash On Hand (WHOLE DOLLARS) * * 2 5 0 _ _ #

NOTE: If negative, enter star (**) before entering amount.

6. CONFIRMATION CODE: 1 2 3 4 5 6 7

7. PREPARER'S INITIALS/DATE _______/_____

INSTRUCTIONS FOR PLACING A TOUCH-TONE TELEPHONE ACH/EFT PAYMENT REQUEST TO THE SERVICE BUREAU

Payment requests can be made using the TOUCH-TONE TELEPHONE mode Monday through Friday (except Federal holidays), 9 A.M.-7 P.M., ET. To place a payment request, first complete the payment request record shown in Appendix D-1 following these instructions (Appendix D-2 illustrates a completed record):

LINE	INSTRUCTION
1-5	Prepare TOUCH-TONE TELEPHONE PAYMENT REQUEST RECORD shown in Appendix D-1 completing Lines 1a, 2a, 4a, and 5a.
1b	PIN's may be composed of letters and numbers. The letters must be converted to a number before they can be keyed in using the phone. Convert any letters contained in the PIN by using the Table provided below line 1b in Appendix D-2. For example, the letter A would be converted by using these three telephone keys: a '*' (star), a '2' and a '1' to produce:'*21'.
2b	Since the account type is always a letter, it must be converted to a number. If it is a 'G', the converted account type is: *41. If a 'T', the converted type is: *81.
4b	The amount requested needs no conversion. Use WHOLE DOLLARS.
5b	If the Cash On Hand amount is negative a star(**) must be entered before the number. Use WHOLE DOLLARS.

Next, place the payment request following these procedures:

1. Dial the toll-free number, 1-800-654-8341. The following recorded message will be heard as follows: "Welcome to the United States Department of Education's Payment Management System. For touch-tone, enter '1' or stay on the line and an operator will be with you shortly."

2. Depress the '1' telephone key. The system will respond with the following recorded message: "Please enter your four character PIN followed by a '#' sign."

3. Enter the converted PIN data recorded on line 1b of the ACH/EFT Payment Request Record. Be certain to enter a '#' sign after entering the PIN. If the PIN is not entered correctly, the system will respond with "Invalid Entry. Please enter your four character PIN followed by a '#' sign." If a second attempt fails, the system will respond, "Please wait for operator assistance" and the call will be transferred to an operator.

4. The system will repeat your entry and respond with a recorded message that gives the caller options as to what to do next. The recorded message will sound like this:

   "You entered XXXX. To confirm the entry press '1'; to re-enter your PIN, press '2'; for operator assistance press '3'; or, to cancel this request press '4'.

5. If the PIN is accepted, depress the '1' key. The system will respond with "Enter your account type followed by a pound (#) sign."

   Enter the data you recorded on Line 2b of the Touch-Tone Telephone ACH/EFT Payment Request Record for converted account type. Be sure to enter a '#' sign after you've enter the data. The system will respond "You entered X. To confirm your entry press '1'; to re-enter your account type press '2'; for operator assistance press '3'; or, to cancel this request press '4'."

6. If the account type is accepted by the system, depress the '1' key. The system will respond, "Please enter your password (access code) followed by a pound (#) sign."

7. If the combination of PIN, account type and password (access code) you entered is not accepted, the system will respond, "We are unable to access our files with that PIN, account type and password. To restart the transaction press '1'; to cancel this request press '2'; for operator assistance press '3'. If you are unsure of the PIN, account type or password, contact your ED account representative at the Department of Education."

8. If the PIN, account type and password (access code) are accepted by the system, the system will respond with, "Please enter the amount requested in WHOLE DOLLARS as recorded on Line 4b of your ACH/EFT Payment Request Record followed by a pound (#) sign."

9. The system will respond, "You entered $$$$$. To confirm your entry press '1'; to re-enter the amount requested press '2'; for operator assistance press '3'; to cancel this request press '4'". **Listen carefully before pressing '1' to verify that the amount requested is correct.**

10. The system will then prompt you to enter your cash on hand. "Please enter the Cash on Hand in WHOLE DOLLARS, followed by a pound (#) sign. Indicate a NEGATIVE dollar amount by entering STAR, STAR (**) and then the dollar amount."

11. Your entry will be repeated by the system along with a recorded message giving the caller options as to what to do next as follows: "You entered **(minus $$$$)**. To confirm your entry press '1'; to re-enter the Cash on Hand press '2'; for operator assistance press '3'; or, to cancel this request press '4'." (Depress the 1 key if your cash on hand is correct).

12. DO NOT HANG UP. Wait for your 7-digit confirmation code. The system automatically assigns a confirmation code and responds with, "Your confirmation code is XXXXXXX. To repeat the confirmation code press '1'; to begin another transaction press '2'; for operator assistance press '3'; or, to end this session press '4'."

    PLEASE BE SURE TO WRITE THE CONFIRMATION CODE ON LINE 6 OF YOUR ACH/EFT PAYMENT REQUEST RECORD. IT MAY BE NEEDED TO RESEARCH A PAYMENT PROBLEM.

13. Depress the '4' key if you have no additional requests. The system will respond with, "Thank-You for using the United States Department of Education's Payment Management System. Goodbye."

APPENDIX E

U.S. Department of Eudcation
Director, Financial Payment Group
600 Independence Avenue, S.W.
Suite3321 - Mail Stop 4331
Washington, DC 20202-4331

Dear Sir:

Please transfer FEDWIRE payments for (name of organization) to the following financial institution and depositor account beginning on this date: Month ____, Day ____, Year ___.

Information regarding the financial institution to which payments for PIN _ _ _ _ are to be transferred is provided below.

Financial Instiution:	Corresponding Bank (if applicable):
Name Street City, State Zip Code	Name Street City, State Zip Code
ABA Number: ______________________	ABA Number: ______________________
Account Number: ____________________	Telegraphic Abbrev: __________________
Contact Name: ______________________	
Telephone No.:(_____) _______________	

Please update my account with the information as indicated above. If you have any questions, I may be reached at (_____) __________.

Sincerely,

Chief Financial Officer

Chief, Program Financing Branch
U.S. Department of Education
600 Independence Ave, SW
Washington, DC 20202-4331

Dear Sir:

The following individuals are designated as authorized to request **FEDWIRE** payments for **PIN** numbers ______, ______, ______, ______.

NAME	**SIGNATURE**	**TELE. NO.**
NAME	**SIGNATURE**	**TELE. NO.**
NAME	**SIGNATURE**	**TELE. NO.**
NAME	**SIGNATURE**	**TELE. NO.**
NAME	**SIGNATURE**	**TELE. NO.**

*Maximum of five authorized individuals.

I authorize the Department of Education to honor FEDWIRE payment requests from any of the above individuals. Should there be a change to any of the above desinees, I or my designee(__________) will notify the Department of Education immediately. I understand that requests for payments will only be accepted from the individuals listed above. A request for payment received from an individual not designated as authorized will be denied.

NAME : ______________________ TELE. NO. (____)____-______

TITLE : ______________________

SIGNATURE : ______________________ DATE: ______________

U.S. Department of Education
Financial Payment & Cash Management Operations
Financial Payment Group
600 Independence Ave., S.W.
Suite 3321 - Room 3362
Washington, DC 20202-4331

ATTENTION: (Enter name of ED Account Representative)

I am requesting the replacement of the FEDWIRE access code assigned by the Department of Education to __ __________(Name of Organization)__________, for PIN _______, Account No. ________.

A new access code is requested due to the following:

I acknowledge responsibility for the security and use of this access code.

Certified By :____________________________

Title of Certifier:____________________________

Telephone Number: (______)____________________

FEDWIRE PAYMENT REQUEST RECORD

LINE 1	PIN	_ _ _ _
LINE 2	ACCOUNT NUMBER	________
LINE 3	ACCESS CODE (PASSWORD)DO NOT WRITE HERE	
LINE 4	VOUCHER NUMBER	________
LINE 4.a	CFDA CODE (Deposit Date________)	84.________
LINE 4.b	AMOUNT REQUESTED	$________
LINE 4.c	CASH ON HAND	________
LINE 4.d	CONTROL NUMBER	_ _ _ _ _ _ _ _
LINE 5	VOUCHER NUMBER	________
LINE 5.a	CFDA CODE (Deposit Date________)	84.________
LINE 5.b	AMOUNT REQUESTED	$________
LINE 5.c	CASH ON HAND	$________
LINE 5.d	CONTROL NUMBER	_ _ _ _ _ _ _ _
LINE 6	VOUCHER NUMBER	________
LINE 6.a	CFDA CODE (Deposit Date________)	84.________
LINE 6.b	AMOUNT REQUESTED	$________
LINE 6.c	CASH ON HAND	$________
LINE 6.d	CONTROL NUMBER	_ _ _ _ _ _ _ _
LINE 7	VOUCHER NUMBER	________
LINE 7.b	ALL OTHER/NON-CMIA FUNDS REQUESTED	$________
LINE 7.c	CASH ON HAND	$________
LINE 7.d	CONTROL NUMBER	_ _ _ _ _ _ _ _
LINE 8	PREPARER'S INITIALS/DATE	________/_____

84.010 - Chapter I; 84.027 - Special ED; 84.126 - RSA, Basic Grts

APPENDIX H-2

INSTRUCTIONS FOR PLACING A FEDWIRE PAYMENT REQUEST

The FEDWIRE Payment Request Record should be used to provide a record of payments requested from the Department of Education's Financial Payments & Cash Management Operations , Financial Payment Group. This form will accommodate information for normal FEDWIRE requests and CMIA '90 (Cash Management Improvement Act of 1990) requests. State or Territory organizations who have signed CMIA '90 agreements and are requesting funds for programs covered under CMIA '90 will request those funds separately and will identify the program by entering the CFDA code. This form will accommodate 3 CMIA '90 requests and 1 normal (NON-CMIA '90) request.

Before entering the Automated FEDWIRE System , please be sure that the FEDWIRE Payment Request Record has been completed as follows:

LINE #	LINE DESCRIPTION
1	Enter your Payee Identification Number or PIN. Should your PIN have a "zero" or an alpha "o", when placing your funds request, be sure to say "zero" to indicate the numeric digit and the letter "o" for the alpha character.
2	Enter your five character account number.
3	A reminder that you must provide an access code (password) when placing a request for funds; however, this information should not be written on this line.

Complete items 4 - 6.d **only** if you are a State or Territory organization, have been notified that you are participating in the Cash Management Improvement Act of 1990 (CMIA '90) and are requesting funds for a program covered under CMIA '90 (84.010 - Chapter I; 84.027 - Special ED; 84.126 - RSA, Basic Grts; PELL, and other programs may be added after the publication of this guide). If you are placing a normal FEDWIRE request (non CMIA '90) go to line 7.

4 - 5 - 6	Enter the voucher number for each specific program for which you are requesting funds.
4.a - 5.a - 6.a	Enter the CFDA or Catalog of Federal Domestic Code Number for the program and the date on which deposit is to be made into your depositor account at your financial institution. (The date line is provided to assist us in making payment on the appropriate date and to enable you to track the receipt of funds).
4.b - 5.b - 6.b	Enter the dollar amount you are requesting for each CFDA (program).
4.c - 5.c - 6.c	Enter the Cash on Hand for each CFDA (program). If you have used all of the funds previously received and some of your own, report the amount as a negative amount (Use brackets or a minus "-" sign).

LINE #	LINE DESCRIPTION
4.d - 5.d - 6.d	Enter the CONTROL NUMBER provided to you by the System. The control number will be provided to you after you have completed your request for funds. The control number will be included on the Reference for Beneficiary (RFB) line in the FEDWIRE message transmitted by ED to your financial institution. In addition to the control number, the Originator to Beneficiary (OBI) line on the FEDWIRE message contains your voucher number, PIN, Account number and the CFDA code for each individual payment. This information will enable you to reconcile the payments received with the requests placed with ED.

Complete items 7 - 7.d if you are placing a normal FEDWIRE request.

7	Enter the Voucher number for ALL OTHER/NON-CMIA funds.
7.b	Enter the dollar amount requested for ALL OTHER/NON-CMIA funds.
7.c	Enter the Cash on Hand for ALL OTHER/NON-CMIA funds.
7.d	Enter the CONTROL NUMBER provided to you by the System. The control number will be provided to you after you have completed your request for funds. The control number will be included on the Reference for Beneficiary (RFB) line in the FEDWIRE message transmitted by ED to your financial institution. In addition to the control number, the Originator to Beneficiary (OBI) line on the FEDWIRE message contains your voucher number, PIN, Account number and the CFDA code for each individual payment. This information will enable you to reconcile the payments received with the requests placed with ED.
8	The authorized individual making the payment request should initial the FEDWIRE Payment Request Record and enter the date the request was made.

AUTOMATED FEDWIRE SYSTEM

Overview of the Automated FEDWIRE System

The Automated FEDWIRE System is a fully integrated subsystem of the Department of Education Payment Management System (EDPMS). It runs on a mainframe computer located at the National Institutes of Health (NIH). This system has been designed to allow our recipients to dial directly into NIH using a PC and modem to request FEDWIRE funds. Recipients may also access the NIH computer through the INTERNET using the TELNET feature.

What Do You Need To Use The Automated FEDWIRE System?

1. A microcomputer (Any type or brand may be used).
2. A modem that will operate at a speed of 2400 baud or greater (or have access to an INTERNET connection).
3. A communications software package for your computer that supports "VT-100" terminal emulation.
4. A user-id and password granting access to the NIH mainframe.
5. A payment password granting access to the Automated FEDWIRE System.

Each organization may have up to **five** people authorized to request funds using the Automated FEDWIRE System. All authorization changes (additions or deletions) must be submitted in writing to the Director, Financial Payment Group as shown in Appendix F.

Capabilities of the Automated FEDWIRE System

The Automated FEDWIRE System provides you with the following capabilities:

1. You may request FEDWIRE payments directly on-line. Payments can be requested for same day payment, next day payment, or requests can be entered up to 30 calendar days in advance of the payment date and warehoused in EDPMS until the payment date arrives. Same day payment requests must be completed not later than 12:30 PM Eastern Time in order to be processed for same day payment, since banks generally close out their daily business at 2:00 PM. Automated FEDWIRE payment requests made after 12:30 PM Eastern Time can be processed for next day payment or warehoused for future payment as you choose.

2. You may view the balances available in your EDPMS accounts. This gives you access to the same information available to the accountants in the Financial Payment Group.

3. You may view your EDPMS account payment history using the Automated FEDWIRE System. You may query your account history in sections of up to 180 calendar days each. The Automated FEDWIRE System will retrieve the first 114 transactions that it finds within your specified timeframe. If you have more transactions than this, you can see them all by making several requests for shorter time periods.

4. The warehouse feature allows you to place a request for FEDWIRE funds for up to 30

calendar days ahead of the time that you need the funds. Once a FEDWIRE payment request is warehoused you may review, change or delete it up to the time that it is ready to be processed for payment.

5. The Automated FEDWIRE System is available to you from 8:00 AM to 6:00 PM Eastern Time during normal business days.

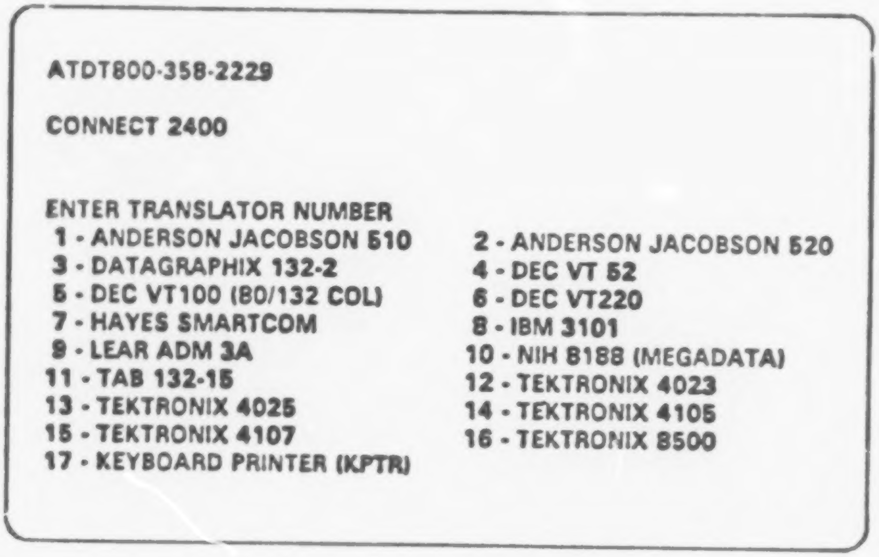
How Do You Connect to the Automated FEDWIRE System?

Direct Dial Access to NIH

You need the following information in order to connect your communications software directly with the NIH mainframe computer where the Automated FEDWIRE System resides.

Phone:	1 (800) 358-2229
Emulation:	VT-100
Baud Rate:	2400 or 9600
Parity:	Even
Data Bits:	7
Stop Bits:	1
Duplex:	Full

When you have successfully connected to the NIH mainframe, you will see a screen like the one shown below.



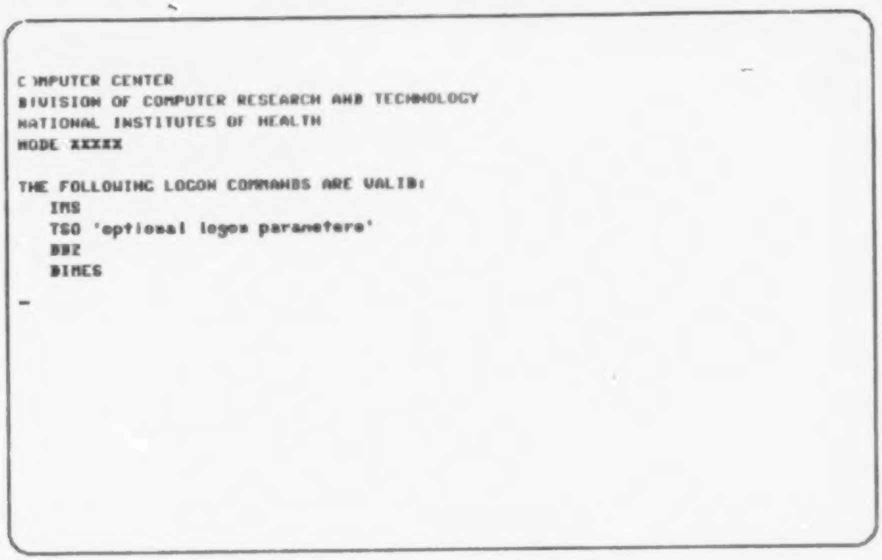
```
ATDT800-358-2229

CONNECT 2400

ENTER TRANSLATOR NUMBER
 1 - ANDERSON JACOBSON 510         2 - ANDERSON JACOBSON 520
 3 - DATAGRAPHIX 132-2             4 - DEC VT 52
 5 - DEC VT100 (80/132 COL)        6 - DEC VT220
 7 - HAYES SMARTCOM                8 - IBM 3101
 9 - LEAR ADM 3A                  10 - NIH 8188 (MEGADATA)
11 - TAB 132-15                   12 - TEKTRONIX 4023
13 - TEKTRONIX 4025               14 - TEKTRONIX 4105
15 - TEKTRONIX 4107               16 - TEKTRONIX 8500
17 - KEYBOARD PRINTER (KPTR)
```

At this screen you should select **VT-100** terminal emulation. Do this by typing "5" and then pressing **<Enter>**.

After selecting "VT-100" Terminal Emulation you will see the IMS ACCESS screen, shown below.



```
COMPUTER CENTER
DIVISION OF COMPUTER RESEARCH AND TECHNOLOGY
NATIONAL INSTITUTES OF HEALTH
NODE XXXXX

THE FOLLOWING LOGON COMMANDS ARE VALID:
   IMS
   TSO 'optional logon parameters'
   DB2
   DIMES

_
```

At this screen type **"EDLINK"** and then press **<Enter>**.

The 'NODE" number identifies your particular connection to the mainframe. Before preceding any further, please make a note of your terminal identification number. This information is useful if problems occur while you are using EDPMS.

Note that the EDLINK command is not one of the choices listed on the screen. However, it works to access the Automated FEDWIRE System.

EDLINK via INTERNET

You can access EDLINK by using a 3270 terminal emulator. One such emulator is a winsock client called **QWS3270**. QWS3270 is freeware. Winsock client software is normally used with a SLIP/PPP account (or its equivalent). You must have Windows to run QWS3270 and the appropriate winsock software to connect to INTERNET.

QWS3270 is available via anonymous ftp (file transfer protocol) :
ftp.ccs.queensu.ca in directory **pub/msdos/tcpip**

The file to download is:
qws3270.zip

As this file is compressed file, you would then need to unzip (uncompress) this file and place the resulting files into a separate subdirectory (we suggest qws3270). Next create a new item by selecting (F)ile from the windows menu, then select (N)ew to establish the new program called qws3270.

Once you have established the program, run it by double clicking the icon. Select <C>onnect and "HOST" dialog box will appear. In the host field type: **tn3270.cu.nih.gov**

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Port and language file fields should default to "23" and "English (US)" respectively. Click "**OK**" with the mouse. The following menu will be presented:

```
          SNS/TCP Version 1.1.0 Server Telnet   (CU.NIH.GOV)
          Mon, 27 Mar 95 13:19:00 EST

Welcome to the NIH Computer Utility

          Internet users should access all services by hostname and not IP addresses.  The following host
          names are available for access to the NIH Computer Center:

          tn3270.cu.nih.gov  for full screen access
          ftp.cu.nih.gov     for file transfer access
          cu.nih.gov         for electronic mail access
          lpr.cu.nih.gov     for LPR/LPD printing access

Enter Command or 'HELP':
```

At the HELP: prompt, type: **EDLINK EDPMS2 <enter>**

This will take you to the EDPMS FEDWIRE Recipient Logon Menu (as displayed on Page 79.5)

If you have any problems connecting to the Automated FEDWIRE System, call EDHELP ! One of the following people will be able to assist you:

Name	E-mail	Voice
Dick Coile	Dick_Coile@ED.GOV	(202) 401-0998
Marty Poch	Martin_Poch@ED.GOV	(202) 401-3538
Pete Rudman	Peter_Rudman@ED.GOV	(202) 401-3892
Jeanne Johnson	Jeanne _Johnson@ED.GOV	(202) 401-8512

How Do You Move Around the Screens?

The Automated FEDWIRE System is a mainframe based system. The rules for moving around the screen in this system vary from the rules commonly found in PC software packages. You should observe the following rules when moving around in the Automated FEDWIRE System.

1. The <Enter> key means to process the transaction that is on your screen. It is not used to move to the next field. Pressing <Enter> at the wrong time could result in an incomplete transaction with numerous error messages.

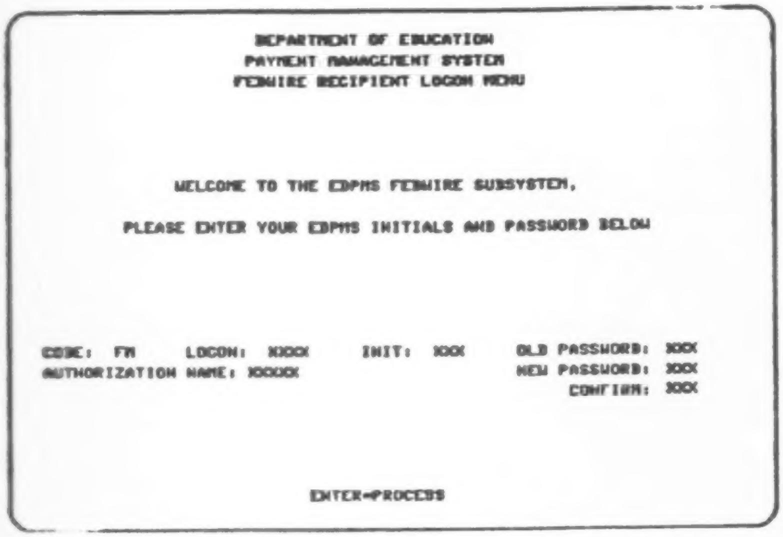
2. Move between fields using the TAB key.

3. Arrow Keys should **NOT BE USED** to move around the screen, even though they probably will work. The reason for this is that if the cursor is not exactly on the first position of a field and you enter data, you will get an error message when you try to process your action and your computer keyboard may"lock up".

4. If you have any questions or need assistance, call ED-HELP!

How Do You Log on to the Automated FEDWIRE System?

The FEDWIRE RECIPIENT LOGON MENU, shown below, appears after you have typed "EDLINK" and pressed <Enter> (using a modem) or typed EDLINK EDPMS2 and pressed <Enter> (using INTERNET). This screen provides security and only allows authorized individuals to access the Automated FEDWIRE System.



```
                      DEPARTMENT OF EDUCATION
                     PAYMENT MANAGEMENT SYSTEM
                   FEDWIRE RECIPIENT LOGON MENU


               WELCOME TO THE EDPMS FEDWIRE SUBSYSTEM,

           PLEASE ENTER YOUR EDPMS INITIALS AND PASSWORD BELOW


CODE: FW     LOGON: XXXX      INIT: XXX      OLD PASSWORD: XXX
AUTHORIZATION NAME: XXXXX                    NEW PASSWORD: XXX
                                                  CONFIRM: XXX


                          ENTER=PROCESS
```

Information must be entered in the following fields:

LOGON - Enter "FEDW" as the 4 character account number for NIH.

INIT - Enter your 3 character logon initials that you received from the EDPMS Operations Manager. Your logon initials are fixed and cannot be changed by you.

OLD PASSWORD - Enter your current 3 character password. This password is initially set to be the same as your logon initials entered in the INIT field. This password may be alphanumeric and must be reset by each user.

AUTHORIZATION NAME - Enter the first 5 letter of your last name. If your last name has fewer than five letters, fill the rest of the field with spaces. *This is a required field.*

CHANGING YOUR EDPMS USER PASSWORD

If you wish to create a new EDPMS password, proceed as follows:

1. Enter a NEW PASSWORD of your choice. (A password must be three letters and/or numbers- no special characters or spaces are permitted.) After the new password is entered the cursor will move to the CONFIRM field.

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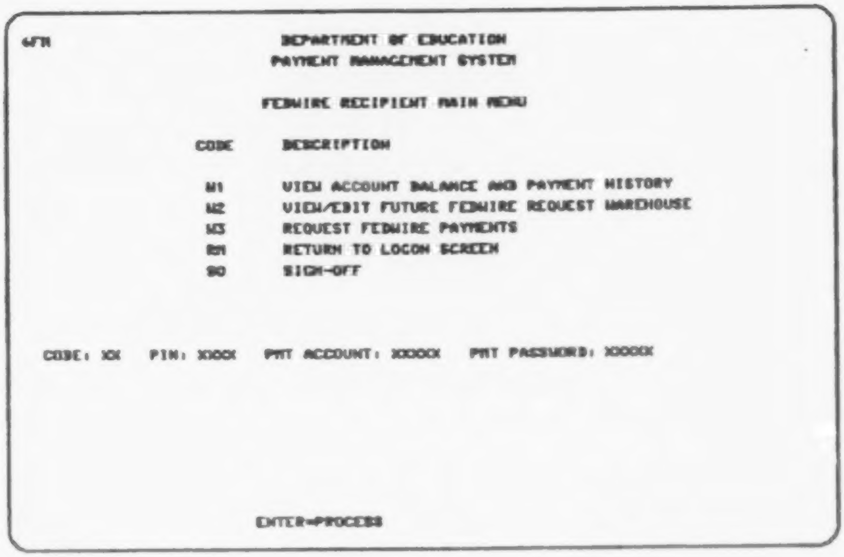
2. Enter the new password in the CONFIRM field exactly as you did in the NEW PASSWORD field. If the NEW PASSWORD and the CONFIRM PASSWORD are the same, the NEW PASSWORD replaces your OLD PASSWORD and a message will be displayed on the screen: "NEW PASSWORD ACCEPTED - PRESS ENTER TO CONTINUE".

3. If the NEW PASSWORD and the CONFIRM PASSWORD are not the same the following message will be displayed: "NEW PASSWORD AND CONFIRM PASSWORD DO NOT MATCH - PLEASE RE-ENTER BOTH, OR PRESS ENTER TO CONTINUE AND KEEP "OLD PASSWORD".

4. If you enter a NEW PASSWORD, do not forget it, otherwise you will not be able to access any FEDWIRE applications. If you do forget your password, contact the EDPMS Systems Administrator at (202) 401-0998.

After 30 minutes of inactivity, EDPMS will automatically end your session and return you to the FEDWIRE Recipient Logon Screen. You must now logon again, following the procedures we have just discussed on the previous page.

After entering information in the fields discussed above, press <Enter>. This will clear the LOGON screen and bring up FEDWIRE RECIPIENT MAIN MENU.



```
WFM                      DEPARTMENT OF EDUCATION
                        PAYMENT MANAGEMENT SYSTEM

                       FEDWIRE RECIPIENT MAIN MENU

                 CODE     DESCRIPTION

                  W1      VIEW ACCOUNT BALANCE AND PAYMENT HISTORY
                  W2      VIEW/EDIT FUTURE FEDWIRE REQUEST WAREHOUSE
                  W3      REQUEST FEDWIRE PAYMENTS
                  RM      RETURN TO LOGON SCREEN
                  SO      SIGN-OFF


 CODE: XX   PIN: XXXX   PMT ACCOUNT: XXXXX   PMT PASSWORD: XXXXX





                     ENTER=PROCESS
```

FEDWIRE RECIPIENT MAIN MENU allows you to select the type of transactions or query that you want to process.

On this screen you should enter information in the fields as follows:

> CODE - Enter the appropriate code for the type of transaction that you want. *This is a required field.*
>
> PIN - Enter the PIN that you want to access. *This is a required field.*
>
> PMT ACCOUNT - Enter your EDPMS payment account number that you are accessing. *This is a required field.*
>
> PMT PASSWORD - Enter your current 5 character FEDWIRE password. *This is a required field.*

After entering the above information press <Enter>.

If you have logged on successfully, it will clear the MAIN MENU and bring up the appropriate action screen.

NOTE: Once you have selected options W1, W2, or W3, you can return to the FEDWIRE Recipient Main Menu and select another option for the same EDPMS account without re-entering the PIN, PMT ACCOUNT, and PMT PASSWORD. For example, you can make a next-day payment request under W3, then return to the FEDWIRE Recipient Main Menu, enter "W1" in the CODE field, press <Enter>, and view the account balance screen.

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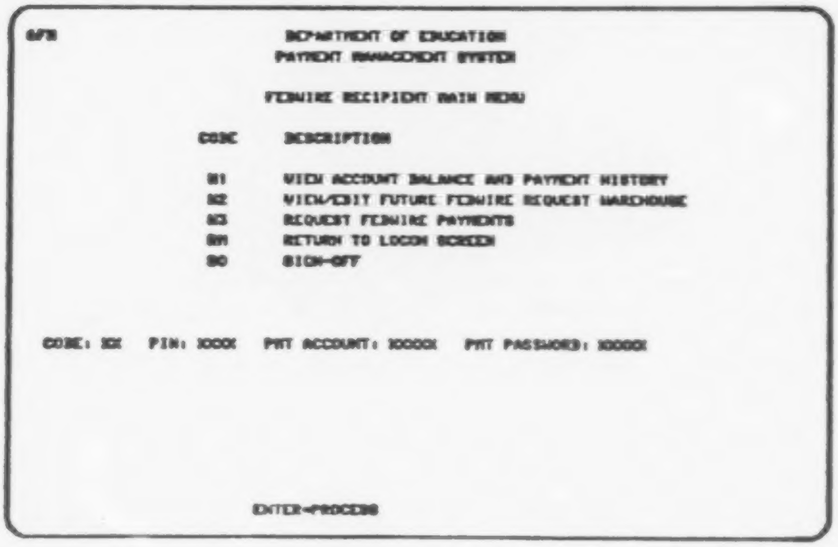
How Do You View an Account Balance / Payment History?



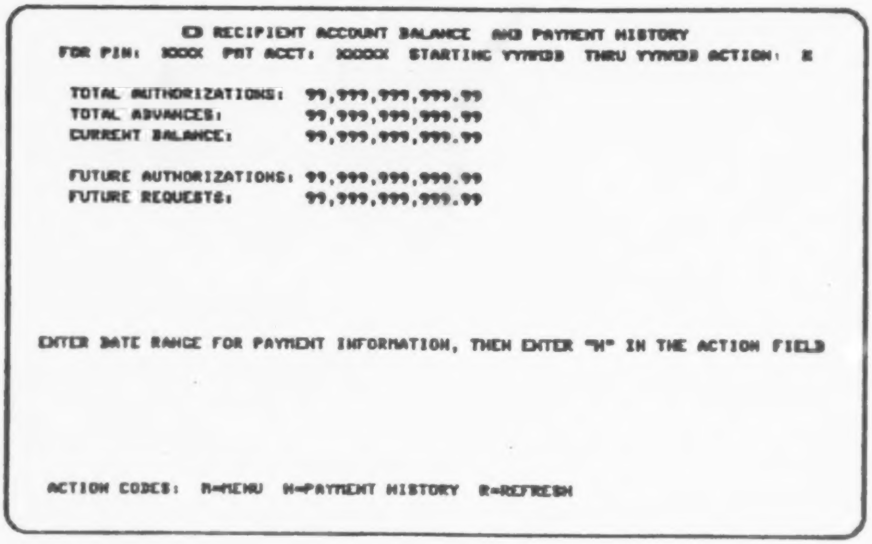
```
[illegible]                    DEPARTMENT OF EDUCATION
                              PAYMENT MANAGEMENT SYSTEM

                             FEDWIRE RECIPIENT MAIN MENU

                    CODE      DESCRIPTION

                     W1       VIEW ACCOUNT BALANCE AND PAYMENT HISTORY
                     W2       VIEW/EDIT FUTURE FEDWIRE REQUEST WAREHOUSE
                     W3       REQUEST FEDWIRE PAYMENTS
                     RM       RETURN TO LOGON SCREEN
                     SO       SIGN-OFF


  CODE: XX   PIN: XXXX   PMT ACCOUNT: XXXXX   PMT PASSWORD: XXXXX




                 ENTER=PROCESS
```

You can view the ED RECIPIENT ACCOUNT BALANCE AND PAYMENT HISTORY Screen through the FEDWIRE Recipient Main Menu as shown above. On this screen you should enter information in the fields as follows:

> CODE - Enter "W1" to query an account balance or payment history. *This is a required field.*
>
> PIN - Enter the PIN that you want to access. *This is a required field.*
>
> PMT ACCOUNT - Enter your EDPMS payment account number that you are accessing. *This is a required field.*
>
> PMT PASSWORD - Enter your current 5 character FEDWIRE password. *This is a required field.*

After entering the above information press <Enter>.

This will clear the MAIN MENU and bring up the ACCOUNT BALANCE AND PAYMENT HISTORY screen shown on the next page.



```
            ED RECIPIENT ACCOUNT BALANCE  AND PAYMENT HISTORY
  FOR PIN:  XXXX  PMT ACCT:  XXXXX  STARTING YYMMDD  THRU YYMMDD ACTION:  B

   TOTAL AUTHORIZATIONS:  99,999,999,999.99
   TOTAL ADVANCES:        99,999,999,999.99
   CURRENT BALANCE:       99,999,999,999.99

   FUTURE AUTHORIZATIONS: 99,999,999,999.99
   FUTURE REQUESTS:       99,999,999,999.99




 ENTER DATE RANGE FOR PAYMENT INFORMATION, THEN ENTER "H" IN THE ACTION FIELD




  ACTION CODES:  M=MENU  H=PAYMENT HISTORY  R=REFRESH
```

The ACCOUNT BALANCE AND HISTORY screen, shown above, is used as an initial entry point for queries about a specific account. Information should be entered as follows:

> **FOR PIN** - Carried forward from the Main Menu. This field is automatically displayed and cannot be changed on this screen.
>
> **PMT ACCT** - Carried forward from the Main Menu. This field is automatically displayed and cannot be changed on this screen.
>
> **STARTING** - This field is not required if you are **ONLY** requesting account balance information. It **IS** required if you want payment history information or both the payment history and the account balance. Enter the starting date for the payment history request period in the format YYMMDD. As an example, May 29, 1995 would would be entered as "950529".
>
> **THRU** - This field is not required if you are **ONLY** requesting account balance information. It **IS** required if you want payment history information or both payment history and account balance. Enter the ending date for the payment history request period in the format YYMMDD. As an example, June 17, 1995 would be entered as "950617". This date must be greater than or equal to the starting date, and may not exceed 180 calendar days after the starting date.

Enter H for Payment History in the ACTION field in the upper right-hand corner of the screen and then press <Enter>.

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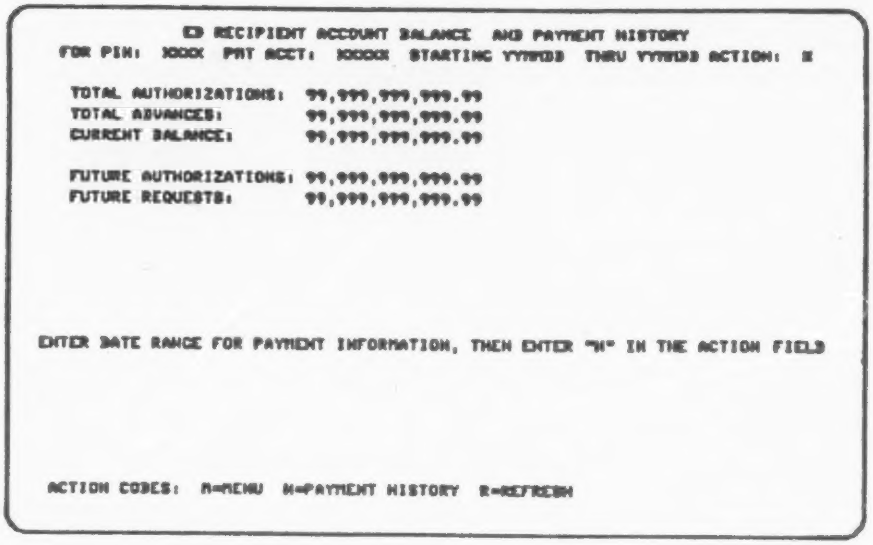
The ACCOUNT BALANCE screen shown below displays the results of the query for account balance information. The following information will appear on the screen:



```
              ED RECIPIENT ACCOUNT BALANCE  AND PAYMENT HISTORY
 FOR PIN:  XXXX  PMT ACCT:  XXXXX  STARTING YYMMDD  THRU YYMMDD ACTION:  X

   TOTAL AUTHORIZATIONS:  99,999,999,999.99
   TOTAL ADVANCES:        99,999,999,999.99
   CURRENT BALANCE:       99,999,999,999.99

   FUTURE AUTHORIZATIONS: 99,999,999,999.99
   FUTURE REQUESTS:       99,999,999,999.99




ENTER DATE RANGE FOR PAYMENT INFORMATION, THEN ENTER "H" IN THE ACTION FIELD




 ACTION CODES:  M=MENU  H=PAYMENT HISTORY  R=REFRESH
```

TOTAL AUTHORIZATIONS - The sum of all open and closed award authorizations for the selected account. This field is not applicable for Direct Loan (K) accounts.

TOTAL ADVANCES - The sum of all payments (both FEDWIRE and ACH) that have been posted to the selected account in EDPMS.

CURRENT BALANCE - The current balance available for draw down against the selected account. This is calculated as TOTAL AUTHORIZATIONS minus TOTAL ADVANCES. This field is not applicable for Direct Loan (K) accounts.

FUTURE AUTHORIZATIONS - The sum of all auhorizations for the selected account which take effect after the current system date. This field is not applicable for Direct Loan (K) accounts.

FUTURE REQUESTS - The sum of all FEDWIRE payment requests for the selected account that are in the warehouse file pending payment.

If you want to query the payment history for the selected account, the date range for the query can be entered or changed on this screen. Use the STARTING and THRU fields to specify the date range for the

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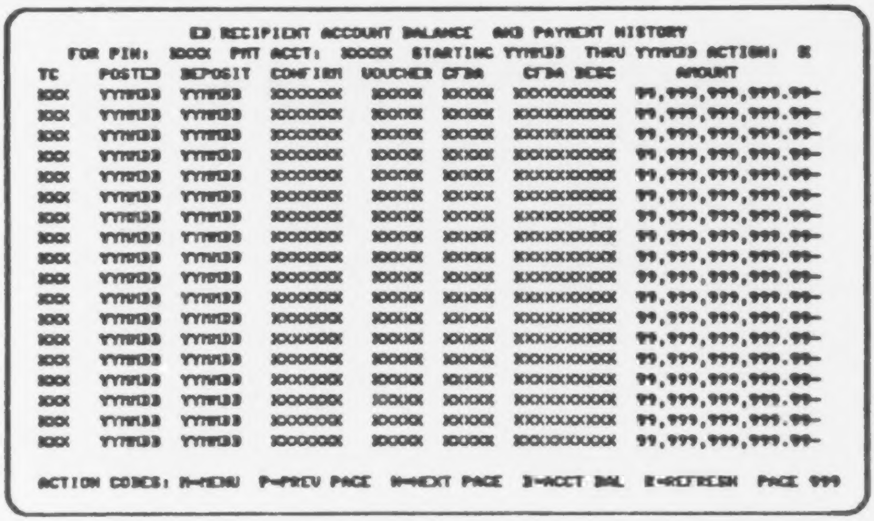
payment history query.

The following processing choices are available on the **ACCOUNT BALANCE** screen. Enter the appropriate letter in the ACTION field.

> **<M>**- Return to the Automated FEDWIRE System **MAIN MENU.** At the **MAIN MENU** you can query another account, select another transaction or sign-off of the Automated FEDWIRE System.
>
> **<H>** - Display **PAYMENT HISTORY** Information for the selected account and selected date range.
>
> **<R>** - Return to the **ACCOUNT BALANCE** screen where you can enter new STARTING and THRU dates.

Enter the appropriate letter in the **ACTION** Selection Field and then press <Enter>.

The **PAYMENT HISTORY** screen shown below displays transaction details for the period you wish to see. If more than 114 transactions are found for the date range entered, only the first 114 transactions will be displayed. You can see more payment history detail by making several requests for shorter time periods. The following information will appear on your screen:



```
                  ED RECIPIENT ACCOUNT BALANCE  AND PAYMENT HISTORY
   FOR PIN:  XXXX  PMT ACCT:  XXXXX  STARTING YYMMDD  THRU YYMMDD ACTION:  X
TC     POSTED  DEPOSIT  CONFIRM  VOUCHER CFDA    CFDA DESC         AMOUNT
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-
XXX    YYMMDD  YYMMDD   XXXXXXX   XXXXX  XXXXX  XXXXXXXXXX  99,999,999,999.99-

ACTION CODES: M=MENU  P=PREV PAGE  N=NEXT PAGE  B=ACCT BAL  R=REFRESH  PAGE 999
```

> **TC** - The Transaction Code for the specific item indicates the type of tranaction (See next page for a listing of common transaction codes).
>
> **POSTED** - The date the transaction was posted to EDPMS. The format of this field is YYMMDD.
>
> **DEPOSIT** - The date that the payment should have reached the depositor bank account at your financial institution. The format of this field is YYMMDD.

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CONFIRM- This is a control number used to confirm transactions with the Federal Reserve Bank. The format is a 3 digit Julian Date plus a 4 digit sequence number.

VOUCHER - The Recipient assigned voucher number for each payment request.

CFDA - The CFDA code under which funds are requested. The format is a 2 digit agency designator (84 is the Depatment of Education) plus the 3 digit program code.

CFDA DESC - A 10 character description of the CFDA code.

AMOUNT - The dollar amount of the transaction. A "normal" transaction could be either positive or negative depending on the transaction code. The following transaction codes are valid, shown with their "normal" condition:

600	Program Refund/Program Collection Action (-)
603	ACH Funds Transfer Request (+)
617	Late Cancellation of a FEDWIRE Payment (-)
650	Adjusting Entry - EDPMTS to EDPMS (+/-)
655	Adjusting Entry - Closed Awards (+/-)
665	Adjusting Entry - Other Office (+/-)
670	Unposted Letter of Credit Payment (+)
675	Sent for Collection (-)
803	Rejected ACH Funds Transfer Request (+)
812	Rejected Letter of Credit Payment (-)
816	Rejected FEDWIRE Funds Transfer Request (-)
841	Entity Number Change (0)
902	FRB Letter of Credit Payment (+)
904	Treasury Check Payment (+)
906	Journal Voucher to Transfer Account Balances or Transfer funds between accounts (+/-)
912	Treasury Letter of Credit Payment (+)
916	FEDWIRE Funds Transfer Request (+)
917	Check Cancellation/Confirmation (-)
918	Check Cancellation/Confirmation (-)
919	Check Cancellation/Confirmation (-)
920	Offset to Promissory Note Receivable (+)
927	Exception Payment (+)
985	Advance Load/Correction EDPMTS to EDPMS (+/-)

The following processing choices are available on the PAYMENT HISTORY screen. Press any of the keys listed below to select the function you wish to perform:

<N> - Display the NEXT PAGE of payment history data for the selected account and selected date range.

<P> - Display the PREVIOUS PAGE of payment history data for the selected account and selected date range.

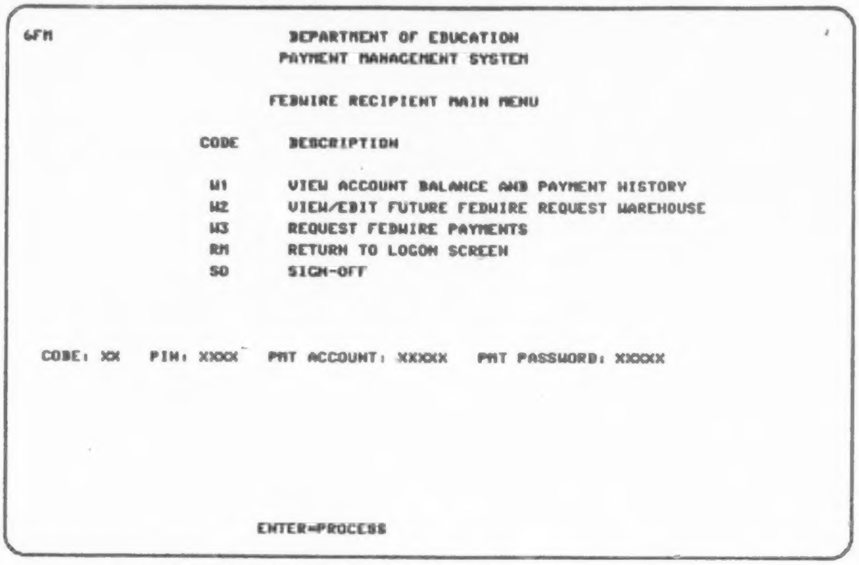
<M> - Return to the Automated FEDWIRE System MAIN MENU. This would be used to query another account.

<B> - Display ACCOUNT BALANCE Information for the selected acount.

<R> - Return to the ACCOUNT BALANCE SCREEN where you can enter new STARTING and THRU dates.

How Do You Request a FEDWIRE Payment?

FEDWIRE payment requests are initiated from the main menu shown below :



```
GFM                         DEPARTMENT OF EDUCATION
                          PAYMENT MANAGEMENT SYSTEM

                         FEDWIRE RECIPIENT MAIN MENU

                   CODE     DESCRIPTION

                    W1      VIEW ACCOUNT BALANCE AND PAYMENT HISTORY
                    W2      VIEW/EDIT FUTURE FEDWIRE REQUEST WAREHOUSE
                    W3      REQUEST FEDWIRE PAYMENTS
                    RM      RETURN TO LOGON SCREEN
                    SO      SIGN-OFF


 CODE: XX   PIN: XXXX   PMT ACCOUNT: XXXXX   PMT PASSWORD: XXXXX





                     ENTER=PROCESS
```

This screen must be completely filled out each time. On this screen you should enter information in the fields as follows:

CODE - Enter "W3" to make a FEDWIRE payment request. *This is a required field.*

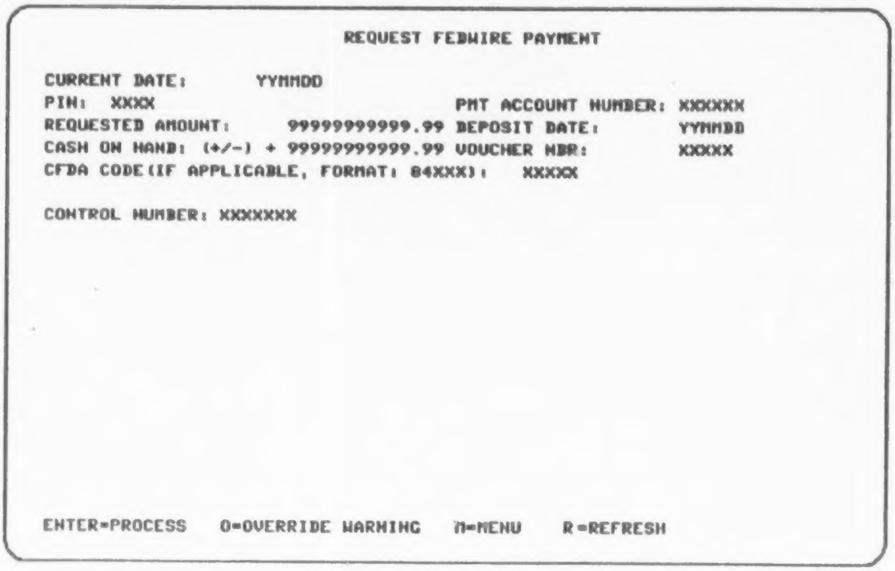
PIN - Enter the PIN that you want to access. *This is a required field.*

PMT ACCOUNT - Enter the EDPMS payment account number that you want to access. *This is a required field.*

PMT PASSWORD - Enter your current 5 character FEDWIRE password. *This is a required field.*

After completing the above screen press <Enter>.

This will clear the MAIN MENU AND BRING UP THE REQUEST FEDWIRE PAYMENT screen as shown below.



```
                        REQUEST FEDWIRE PAYMENT

CURRENT DATE:       YYMMDD
PIN:  XXXX                              PMT ACCOUNT NUMBER: XXXXXX
REQUESTED AMOUNT:      99999999999.99 DEPOSIT DATE:         YYMMDD
CASH ON HAND: (+/-) + 99999999999.99 VOUCHER NBR:          XXXXX
CFDA CODE(IF APPLICABLE, FORMAT: 84XXX):   XXXXX

CONTROL NUMBER: XXXXXXX




ENTER=PROCESS   O=OVERRIDE WARNING   M=MENU   R=REFRESH
```

The **REQUEST FEDWIRE PAYMENT** screen, is used to request funds for deposit to your designated account at your financial institution through the Federal Reserve Bank Network. To request a FEDWIRE payment enter information in the fields as follows:

CURRENT DATE - This is a system generated field. The current date is displayed and cannot be changed.

PIN - This is carried forward from the MAIN MENU for your convenience.

PMT ACCOUNT NUMBER - This is carried forward from the MAIN MENU.

REQUESTED AMOUNT - *This is required field.* Enter the dollar amount of payment requested against the selected account. For Direct Loan Accounts (K Accounts) you must only request whole dollar advances. The decimal point and trailing zeroes are not required for whole dollar requests (no cents requested).

DEPOSIT DATE - *This is a required field.* This is the date that the FEDWIRE funds should be available to you in your financial institution. Same day payments must be requested prior to 12:30 PM Eastern Time (ET).

CASH ON HAND - This is actually two fields, the sign and the amount. *Both are required fields.* This will be a positive number if you have not spent all of the funds which were previously drawn. It will be a negative number if you have spent more than the amount previously drawn. Be sure to <Tab> to the second field if you are reporting a positive ("+") cash balance and begin entering the amount of Department of Education Funds that you have on hand, in your depositor account, at the time of this request. To enter a negative number, use a leading minus sign in the first field and then enter the number in the second field.

VOUCHER NBR - *This is a required field.* It must be a number with up to 5 digits. You asign this number for internal control purposes. If you do not use voucher numbers enter a zero ("0").

CFDA CODE - The CFDA code under which funds are requested. The format is a 2 digit agency designator (84 for the Department of Education) plus the 3 digit program code. *This is an optional field.*

CONTROL NUMBER- This is a system generated number used to control payment requests within EDPMS and provide you with a tracer number should you have a problem with your payment. The number is assigned only **AFTER** your payment request is **ACCEPTED**. The format is a 3 digit Julian Date followed by a 4 digit sequential number.

You, as a recipient, have the following processing choices for this screen. Enter the appropriate letter in the ACTION field:

ENTER - Process the request for FEDWIRE funds. This will process your request for funds either as a same day payment request or as a warehoused payment request, as appropriate.

<O> - OVERRIDE an insufficient current balance error message for future payments. This will process the request for FEDWIRE funds even if the request exceeds your current balance. This places the request in the warehouse file only if the request is to be paid in the future. Prior to payment, the request will be edited and will only be paid if the current balance is sufficient at the time of payment, otherwise the payment request will be rejected and not paid.

<M> - Return to the Automated FEDWIRE System MAIN MENU. From the MAIN MENU you can enter another transaction or sign off the system.

<R> - CLEAR all values from the current screen. This will allow you to start over if you have made a mistake typing in your request for FEDWIRE funds.

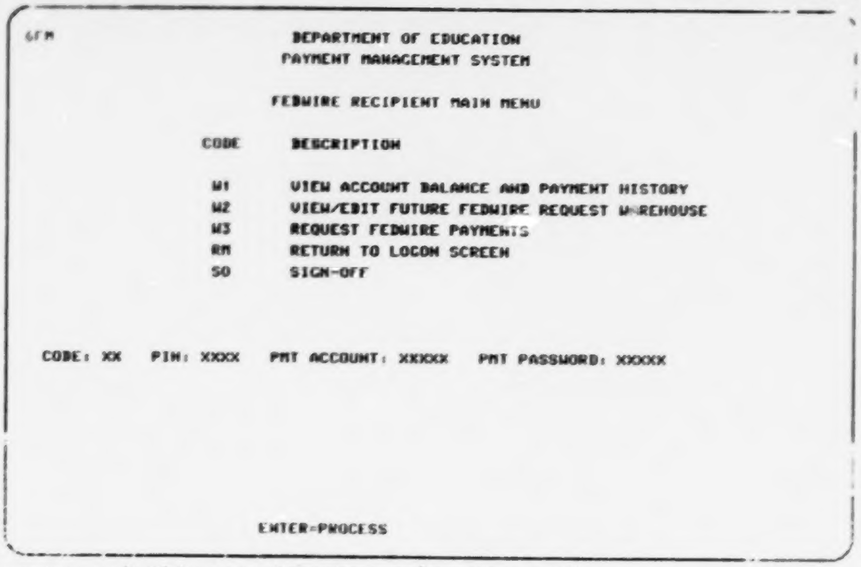
When your request for FEDWIRE payment is accepted, you will see the CONTROL NUMBER as assigned by the system. A message confirming acceptance appears on the screen.

If your request is for a same day payment, the accepted transaction message will say

"R16-35 PAYMENT REQUEST POSTED IN ED PMS"

How Do You Review The Warehouse File?

Warehoused payment information is accessed from the MAIN MENU screen shown below:



```
6FM                     DEPARTMENT OF EDUCATION
                       PAYMENT MANAGEMENT SYSTEM

                      FEDWIRE RECIPIENT MAIN MENU

                 CODE     DESCRIPTION

                  W1      VIEW ACCOUNT BALANCE AND PAYMENT HISTORY
                  W2      VIEW/EDIT FUTURE FEDWIRE REQUEST WAREHOUSE
                  W3      REQUEST FEDWIRE PAYMENTS
                  RM      RETURN TO LOGON SCREEN
                  SO      SIGN-OFF


 CODE: XX   PIN: XXXX   PMT ACCOUNT: XXXXX   PMT PASSWORD: XXXXX




                     ENTER=PROCESS
```

On this screen you should enter information in the fields as follows:

CODE - Enter "W2" to query future FEDWIRE request warehouse. *This is a required field.*

PIN - Enter the PIN that you want access. *This is a required field.*

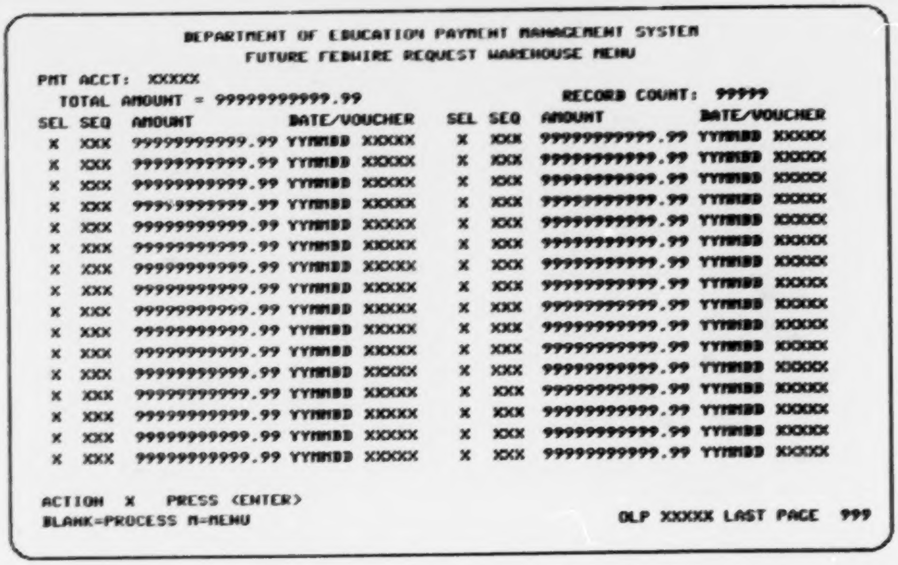
PMT ACCOUNT - Enter your EDPMS payment account number that you are accessing. *This is a required field.*

PMT PASSWORD - Enter your 5 character FEDWIRE password. *This is a required field.*

After entering the above information press <Enter>.

This will clear the MAIN MENU and bring up the FUTURE FEDWIRE REQUEST WAREHOUSE MENU screen shown on the next page.

FUTURE FEDWIRE REQUEST WAREHOUSE MENU



```
               DEPARTMENT OF EDUCATION PAYMENT MANAGEMENT SYSTEM
                     FUTURE FEDWIRE REQUEST WAREHOUSE MENU
PMT ACCT:  XXXXX
  TOTAL AMOUNT = 9999999999.99                         RECORD COUNT:  99999
SEL  SEQ   AMOUNT            DATE/VOUCHER     SEL  SEQ   AMOUNT            DATE/VOUCHER
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX
 X   XXX   9999999999.99 YYMMDD  XXXXX         X   XXX   9999999999.99 YYMMDD  XXXXX

ACTION  X   PRESS <ENTER>
BLANK=PROCESS M=MENU                                    OLP XXXXX LAST PAGE  999
```

The data records on this screen are presented in two columns. Each item contains the following fields:

SEL- This field is used to select a payment record to change, view or delete. To select a record put an "X" in this field for the record that you want (although any alphanumeric character will work). If more than one record is marked you will get an error message stating that you can only select one record at a time.

SEQ - This is a system generated field and is a part of the warehouse file key. This information is helpful should an error occur when processing a request to change or delete a payment record.

AMOUNT - The payment amount you requested on this future FEDWIRE payment request.

DATE - The date that you requested this FEDWIRE payment request to be paid.

VOUCHER - The voucher number that you assigned to this FEDWIRE payment request.

In order to review, change or delete a future FEDWIRE payment request, you must first mark a record to select. Move around the screen using arrow keys, and the <Tab> key to place the cursor in the SEL field to the left of the payment request that you want to select. Then place an "X" in the SEL field for the desired payment request. The request is now selected for processing.

The selected transaction will be retrieved from the Warehouse File for editing and displayed on the Future FEDWIRE Request Warehouse Menu - Edit Payment Screen.

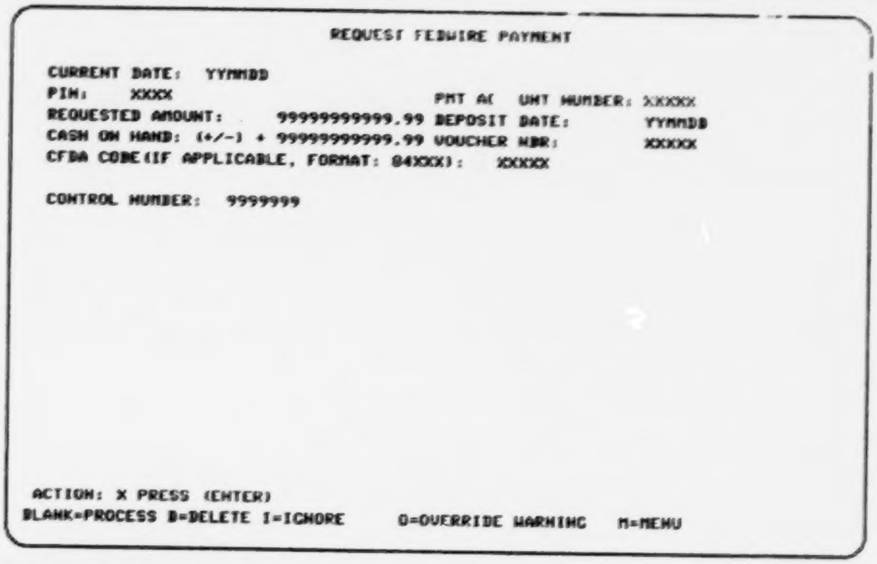
You, as a recipient, have the following processing choices for this screen. Enter the appropriate letter in the ACTION field.

BLANK - Process the request to edit warehoused FEDWIRE payment requests. This will bring up the REQUEST FEDWIRE PAYMENT screen as shown below for the record that is marked with an "X" in the SEL field. If more than one record is marked you will get an error message stating that you can only select one record at a time.

<M> - Return to the MAIN MENU of the Automated FEDWIRE System. From the MAIN MENU you can select another transaction or sign-off the Automated FEDWIRE System.

How Do You Modify a Warehoused FEDWIRE Payment Request?

To select a FEDWIRE payment request for change or deletion, follow the procedures above. Once you have selected a payment request and pressed the <Enter> key to process your selection, the following screen will appear.



```
                          REQUEST FEDWIRE PAYMENT

  CURRENT DATE:   YYMMDD
  PIN:     XXXX                              PMT AC   UNT NUMBER: XXXXX
  REQUESTED AMOUNT:       99999999999.99 DEPOSIT DATE:        YYMMDD
  CASH ON HAND: (+/-) + 99999999999.99 VOUCHER NBR:         XXXXX
  CFDA CODE(IF APPLICABLE, FORMAT: 84XXX):    XXXXX

  CONTROL NUMBER:   9999999










 ACTION: X PRESS (ENTER)
BLANK=PROCESS D=DELETE I=IGNORE      O=OVERRIDE WARNING    M=MENU
```

The REQUEST FEDWIRE PAYMENT screen, shown above, is used to view, change or delete requests for FEDWIRE funds which have been warehoused but not yet processed. The following data fields for any future FEDWIRE payment request may be changed:

CURRENT DATE - This is a system generated field. You cannot change this field.

PIN - This is carried forward from the MAIN MENU. You cannot change this field.

PMT ACCOUNT NUMBER - This is carried forward from the MAIN MENU. You cannot change this field.

REQUESTED AMOUNT - You may change the amount of your request. Enter the dollar amount of payment requested. For Direct Loan (K) accounts you must only request whole dollar advances. The decimal point and trailing zeroes are not required for whole dollar requests (no cents requested). *This is a required field.*

DEPOSIT DATE - *This is a required field.* This is the date that you requested to have funds deposited at your financial institution. Same day payment requests **cannot** be made through the warehouse file.

CASH ON HAND - This is actually **two fields**, the sign and the amount. Both are required fields. This will be a positive number if you have not spent all the funds which were previously drawn. It will be a negative number if you have spent more than the amount previously drawn. Be sure to <TAB> to the second field if you are reporting a positive ("+") cash balance and begin entering the amount of Department of Education Funds that you have on hand, in your depositor account, at the time of this request. To enter a negative number, use a leading minus sign in the first field and then enter the number in the second field.

VOUCHER NBR - *This is a required field.* It must be a number with up to 5 digits. You assign this number for internal control purposes. If you do not use voucher numbers enter a zero ("0").

CFDA CODE - *This is an optional field.* It is used by recipients who are requesting funds under the Cash Management Improvement Act (CMIA).

CONTROL NUMBER - This is a system generated number used to identify payments requested with EDPMS. The control number consists of a 3 digit Julian Date followed by a 4 digit sequential number. *You cannot change this field.*

Once you have made your changes to the payment request, press the <Enter> key. Your changes to the payment request will be automatically recorded on-line. If you do not wish to change a payment request you have the following processing choices for this screen. Enter the appropriate letter in the ACTION field.

BLANK - Process the change to request for FEDWIRE funds.

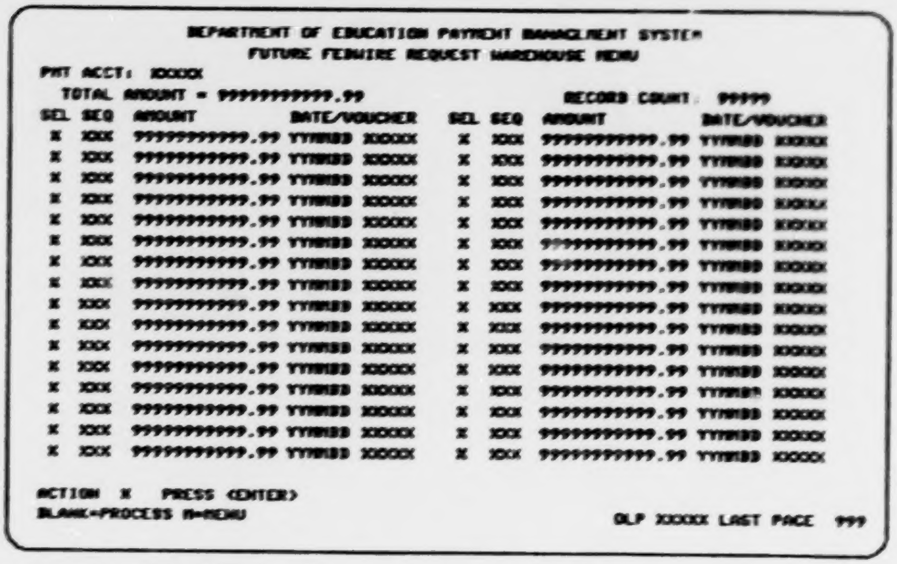
<D> - Delete the request for FEDWIRE funds.

<I> - Ignore (do not process) the current changes made, and leave the request for FEDWIRE funds as is.

<O> - OVERRIDE an insufficient current balance error message for future payments. This will process the change to your FEDWIRE funds request even if the request exceeds your current balance but the payment date is still in the future. This places the request in the warehouse file for future payment. It will only be paid if the current balance is sufficient at the time of payment, otherwise the payment request will be rejected and not paid.

<M> - Return to the Automated FEDWIRE System MAIN MENU. From the MAIN MENU you can enter another transaction or sign off the system.

100



```
               DEPARTMENT OF EDUCATION PAYMENT MANAGEMENT SYSTEM
                    FUTURE FEDWIRE REQUEST WAREHOUSE MENU
PMT ACCT: XXXXX
  TOTAL AMOUNT = 99999999999.99                          RECORD COUNT: 99999
SEL SEQ  AMOUNT              DATE/VOUCHER   SEL SEQ  AMOUNT              DATE/VOUCHER
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX
 X  XXX  99999999999.99 YYMMDD XXXXX         X  XXX  99999999999.99 YYMMDD XXXXX

ACTION  X   PRESS <ENTER>
BLANK=PROCESS M=MENU                                       OLP XXXXX LAST PAGE  999
```

When your request for FEDWIRE payment is accepted, you will return to the previous screen, shown above. Your transaction will be marked with an asterisk ("*") and you will see a message confirming the transaction is accepted on your screen as follows:

"R16-108 TRANSACTION POSTED TO THE WAREHOUSE FILE"
or
"R16-35 PAYMENT REQUEST POSTED IN ED PMS"

You now have the following choices for this screen:

BLANK - Process the request to edit warehoused FEDWIRE payment requests. This will bring up the REQUEST FEDWIRE PAYMENT screen for a record that is marked with an "X" in the SEL field. If more than one record is marked you will get an error message stating that you can only select one record at a time.

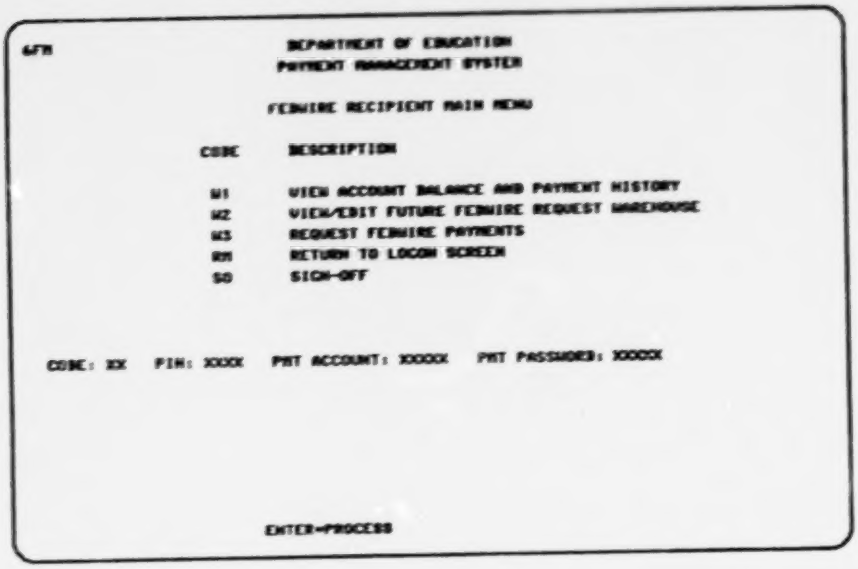
<M> - Return to the MAIN MENU of the Automated FEDWIRE System. From the MAIN MENU you can enter another transaction or sign-off the Automated FEDWIRE System.

How Do You Exit the Automated FEDWIRE System?

It is very important to logoff of the Automated FEDWIRE System once you have completed your work. If you fail to logoff and just shut down your communications software, your user-id will be disabled on the NIH mainframe computer, saying that the ID is already in use.

You will not be able to access the Automated FEDWIRE System, or any other NIH resident applications using that user-id, for approximately 30 minutes.

FEDWIRE Recipient Main Menu



```
GFM                  DEPARTMENT OF EDUCATION
                    PAYMENT MANAGEMENT SYSTEM

                   FEDWIRE RECIPIENT MAIN MENU

             CODE     DESCRIPTION

              W1      VIEW ACCOUNT BALANCE AND PAYMENT HISTORY
              W2      VIEW/EDIT FUTURE FEDWIRE REQUEST WAREHOUSE
              W3      REQUEST FEDWIRE PAYMENTS
              RM      RETURN TO LOGON SCREEN
              SO      SIGN-OFF


 CODE: XX   PIN: XXXX   PMT ACCOUNT: XXXXX   PMT PASSWORD: XXXXX




                   ENTER=PROCESS
```

The Main Menu shown above is used to sign off of the Automated FEDWIRE System. On this screen you should enter information in the fields as follows:

CODE - Type "SO" to sign-off the Automated FEDWIRE System.

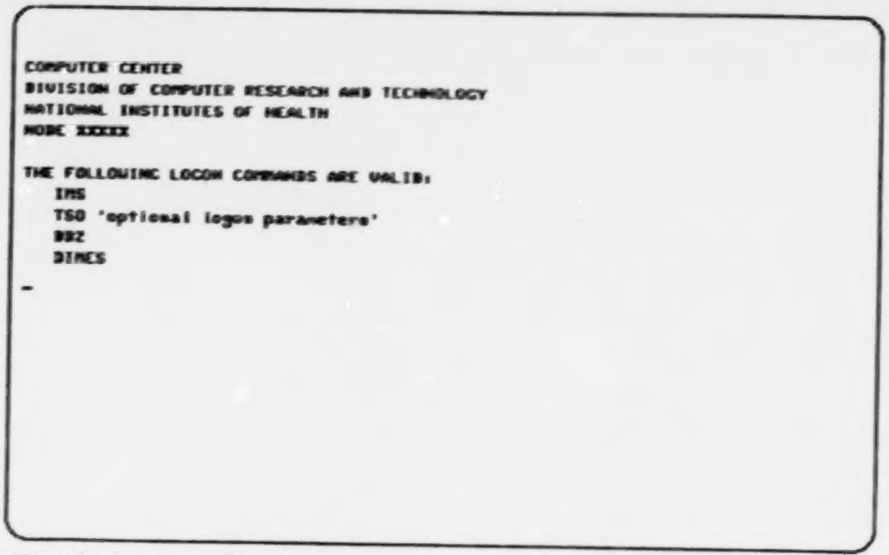
PIN - Not required in order to sign-off.

PMT ACCOUNT - Not required in order to sign-off.

PMT PASSWORD - Not required in order to sign-off.

After entering the above information press <Enter>. This will log you off the Department of Education Payment Management System.

When you see the **IMS ACCESS** screen shown below, you have successfully logged off of the NIH mainframe.



```
COMPUTER CENTER
DIVISION OF COMPUTER RESEARCH AND TECHNOLOGY
NATIONAL INSTITUTES OF HEALTH
NODE XXXXX

THE FOLLOWING LOGON COMMANDS ARE VALID:
   IMS
   TSO 'optional logon parameters'
   DB2
   DIMCS

_
```

You may now "Hang Up" your modem connection.

How Do You Get Help With The Automated FEDWIRE System?

How do I set up an account at NIH?

There is a single account established at NIH for EDPMS FEDWIRE users. The account number is "FEDW".

How do I get a FEDWIRE password?

Each user has been provided with their user-id and passwords by the Financial Payments Group. New users will be set up for the Automated FEDWIRE System using the existing procedures for FEDWIRE funds request access. All passwords are mailed by sealed envelope to the Chief Financial Officer of your organization.

What happens if I forget my password?

If you forget your password you will not be able to access the Automated FEDWIRE System. Contact the Systems Operations Manager at (202) 401-0998 or fax your request for a new password to the attn: Dir. Payment Service & Reporting Unit at (202) 401-1624.

What if my equipment is "down" or unavailable?

The Financial Payment Group will process FEDWIRE requests manually for emergency situations. The phone numbers for manual FEDWIRE payment requests are (202) 401-2093, (202) 401-1094, or (202) 401-1092.

ED-HELP!

The Financial Payment Group systems staff will be available to help with any problems that you encounter with the Automated FEDWIRE System. The phone numbers to call are:

Dick Coile	(202) 401-0998
Marty Poch	(202) 401-3538
Peter Rudman	(202) 401-3892
Jeanne Johnson	(202) 401-8512

PMS 270

REQUEST FOR ADVANCE OR REIMBURSEMENT	1. TYPE OF PAYMENT REQUESTED ☐ ADVANCE ☒ REIMBURSEMENT

2 FEDERAL SPONSORING AGENCY:

US Department of Education
Program Financing Branch/AFMS
400 Maryland Avenue SW
Washington, DC 20202-4331

3 BASIS OF REQUEST

☒ CASH

☐ ACCRUAL

4 EIN

5 PAYEE ID NO.

6 ACCT. NO.

7 RECIPIENT ORGANIZATION:

8 PERIOD COVERED BY THIS REQUEST

FROM__________ TO__________
(Month,Day,Year) (Month, Day, Year)

* * * DO NOT CUT THIS PAGE * * *

9 COMPUTATION FOR ADVANCES ONLY

A. EST. FED. CASH OUTLAYS TO BE MADE DURING PERIOD ________ THRU ________ $ ________

B. LESS: ESTIMATED BALANCE OF FEDERAL CASH ON HAND AS OF ________ $ ________

C. AMOUNT REQUESTED (LINE A MINUS B) FOR ________ $ ________

10 CERTIFICATION

I certify that to the best of my knowledge and belief the data above are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested	SIGNATURE OF CERTIFYING OFFICIAL			DATE REQUEST SUBMITTED
	TYPED OR PRINTED NAME AND TITLE			
	TELEPHONE	AREA CODE	NUMBER	EXTENSION

STANDARD FORM 270

BEST COPY AVAILABLE

APPENDIX I-2

INSTRUCTIONS FOR COMPLETING SF-270

Detailed instructions for completing the SF-270, Request for Advance or Reimbursement, are provided below. Recipients placed on reimbursement will be required to complete this form. Instructions for submitting the SF270 will be provided to each recipient individually.

ITEM #	DESCRIPTION
1	Place "X" in the box to indicate Reimbursement.
2	These items are pre-printed.
3	Place an "X" in the box to indicate Cash Request.
4	Enter the twelve character EIN.
5	Enter the four character PIN.
6	Enter five character Account Number.
7	Enter name and address.
8	Enter the period during which the disbursements were made.
9A	Enter the period during which cash disbursements were made along with the amount disbursed.
9B	Enter the cash on hand amount as of the date of the request.
9C	Enter the same dates as in Item 8 above. Enter the difference between Line 9A and Line 9B.
10	Enter the name, title, and telephone number of the certifying official. Enter the date submitted. The form submitted must contain the original signature of the certifying official.

APPENDIX J

Department of Education
Financial Management
Program Financing Branch
400 Maryland Ave., S.W., Stop 4331
Washington, DC 20202-4331

CEO
XYZ UNIVERSITY
500 MAIN STREET
CENTERVILLE, SC 06519-0500

REGION: 04 PIN: L999 PAN: L999G
EIN: 1234567891A1

Dear Recipient:

The March 31, 19_, Department of Education Payment Management System (EDPMS) Federal Cash Transactions Reports are enclosed.

Forms 272 and 272A ARE TO BE COMPLETED AND RETURNED TO THE DEPARTMENT OF EDUCATION NO LATER THAN MAY __, 19__. FAILURE TO RETURN YOUR REPORTS WILL RESULT IN THE REJECTION OF PAYMENTS.

FUNDS CONTINUE TO BE DEOBLIGATED THROUGH THE EDPMS AUTOMATED SUSPENSION PROCESS! DEOBLIGATION REDUCES THE FUNDS AVAILABLE IN YOUR EDPMS ACCOUNT.

Carefully review the EDPMS 272-G to identify where the deobligations occurred and adjust your records. If expenditures were incorrectly reported for a document and a determination is made that funds should not have been deobligated for that document, you may request reinstatement in writing. A written justification for the reinstatement of the net amount must be sent to the applicable grants officer for approval.

All recipient calls are routed through the Payment Account Query and Voice Message System. Recipients have the choice of obtaining information on their account or leaving a message for the ED account representative. In order to access the system a query code (password) is required. THE PAYMENT ACCOUNT QUERY SYSTEM MAY BE ACCESSED BY DIALING (202)205-3618 and THE TELEPHONE NUMBER FOR THE VOICE MESSAGE SYSTEM IS (202)401-1237. If you have not received your query code, call our Customer Service Hotline for assistance at (202)401-2095.

Sincerely,

Joanne Doe
Customer Assistance

REMINDER: REPORT DUE DATE IS MAY _, 19_

PMS 272

FEDERAL CASH TRANSACTIONS REPORT
STATUS OF FEDERAL CASH

PAGE 1
OMB NO. 1880-0172
(APPROVAL THROUGH 07/31/98)
PERIOD COVERED BY THIS REPORT:
04/01/93 - 06/30/93
USER CODE: F23
GENERAL ACCOUNT

XYZ UNIVERSITY
500 MAIN STREET
CENTERVILLE SC 06519-0500
PIN: L999 PAN: L999G EIN: 1234567891A1
ACH-PAY REGION: 04 STATE: SC

1.	CASH ON HAND BEGINNING OF REPORTING PERIOD	$	100.00
2.	TOTAL RECEIPTS (SEE STATEMENT OF CASH ACCOUNTABILITY FOR DETAILS)	+	712,608.00
3.	TOTAL CASH AVAILABLE	$	712,708.00
4.	NET DISBURSEMENTS (FROM PMS 272-A)	-	718,528.87
5.	ADJUSTMENTS OF PRIOR PERIODS (SEE STATEMENT OF CASH ACCOUNTABILITY FOR DETAILS)	+	6,050.00
6.	CASH ON HAND END OF PERIOD (line 3, less line 4, plus or minus line 5)	$	229.13

7. THE AMOUNT SHOWN ON LINE 6, ABOVE, REPRESENTS CASH REQUIREMENTS FOR THE ENSUING ____ (NUMBER) DAYS

OTHER INFORMATION

8.	INTEREST INCOME	$	
9.	ADVANCES TO SUBGRANTEES OR SUBCONTRACTORS	$	

AUTHORIZED CERTIFYING OFFICIAL

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THIS REPORT IS TRUE IN ALL RESPECTS AND THAT ALL DISBURSEMENTS HAVE BEEN MADE FOR THE PURPOSE AND CONDITIONS OF THE GRANT OR AGREEMENT.

SIGNATURE John Doe DATE REPORT SUBMITTED 8/5/93

TYPED OR PRINTED NAME AND TITLE John Doe, Chief Financial Officer

TELEPHONE: (Area Code) (803) (Number) 555-1234 (Extension) ____

****

The PMS contact point who is
responsible for your account is
JOYCE FISHER , or
staff at: (202) 401-1237,
account representative code: 11
RETURN THE COMPLETED REPORT TO:
DEPARTMENT OF EDUCATION
FINANCIAL MANAGEMENT SERVICE
DIVISION OF FINANCIAL OPERATIONS
PROGRAM FINANCING BRANCH
400 MARYLAND AVENUE, S.W.
WASHINGTON, DC. 20202-4331

****

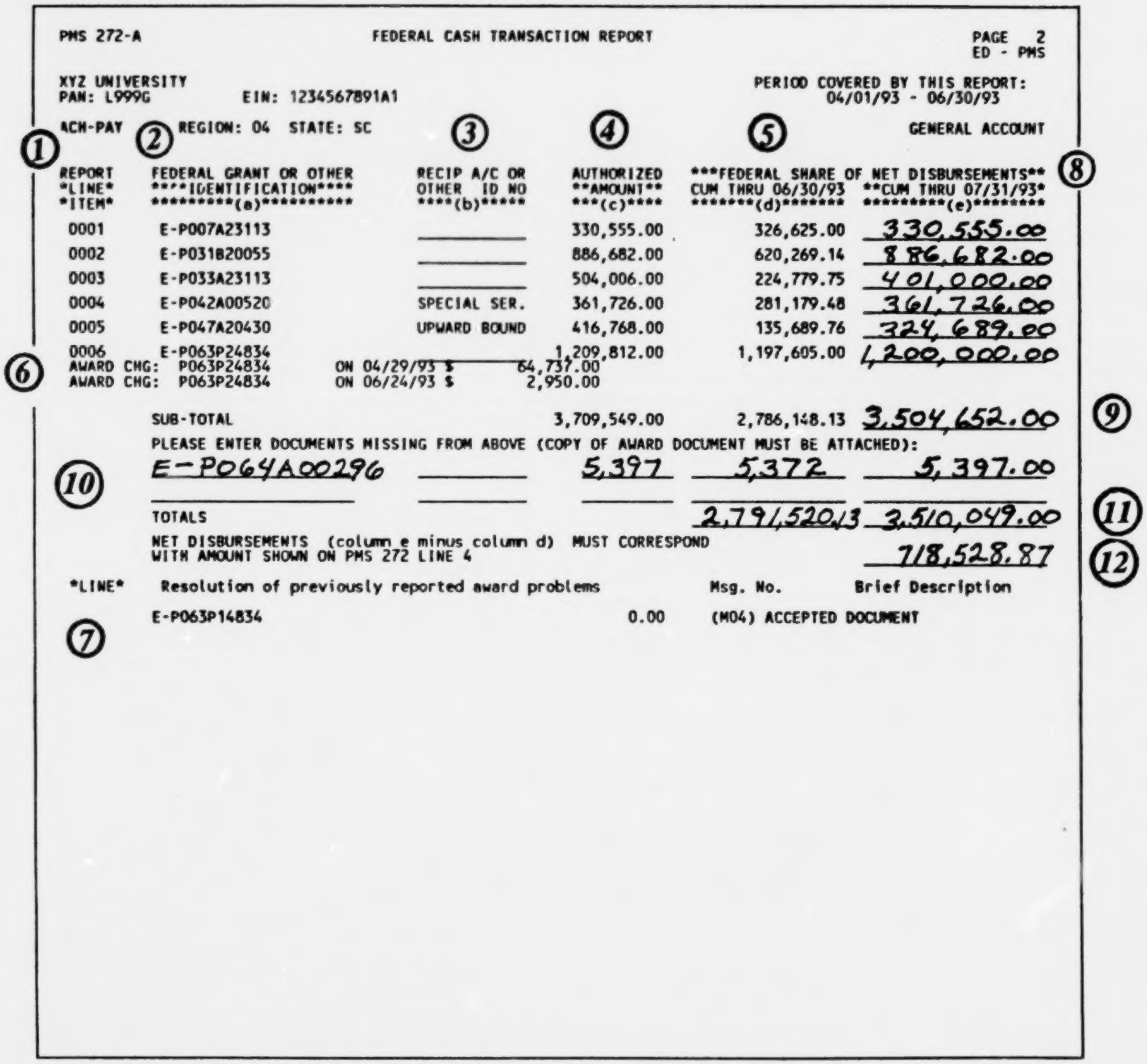
APPENDIX K-2

EDPMS 272 COMPLETION INSTRUCTIONS

The EDPMS 272 is a summary of the cash status and funds activity during or up to the end of the reporting period. This report is completed last. The recipient must first complete the EDPMS 272-A report. When the EDPMS 272 and 272-A are completed, they are both mailed to the Department of Education using the address shown at the bottom of the EDPMS 272.

An explanation of the line items shown in Appendix K-1 is listed below:

LINE	DESCRIPTION
1	The Cash On Hand Beginning of Reporting Period should equal the Cash On Hand End of Period reported on the previous EDPMS 272 report. This is a pre-printed figure and cannot be changed.
2	The Total Receipts amount is pre-printed by EDPMS and represents the cumulative payments made to the recipient during the reporting period.
3	Total Cash Available is a pre-printed amount computed by adding the Cash On Hand Beginning of Reporting Period to the Total Receipts. This is the total cash the recipient has per EDPMS records.
4	Enter the Net Disbursement amount you computed in the EDPMS 272-A report. See KEY 12, Appendix L, for instructions on computing this amount.
5	The amount on this line is a "system generated adjustment" which is the sum of adjustments made by the Department, during the reporting period, to the recipient's previously reported disbursements. If an amount appears on this line, it will be supported by correspondence to the recipient and it will be referenced on the EDPMS 272-B. If the recipient discovers errors in previously reported disbursements, these are NOT to be reported here, but rather through changes in the current period "Federal Share of Net Disbursements" on the EDPMS 272-A.
6	Compute the Cash On Hand End of Period amount by subtracting line 4 from line 3 and adding or subtracting the adjustments shown on line 5. Enter amount computed on line 6.
7	Enter the number of days until the Cash On Hand End of Period will be disbursed.
8	Interest income earned on advances of Federal funds are to be returned to the Department (except when exempted by law). Federal cash drawdowns must be limited to the minimum amounts needed and must be timed to coincide with the actual immediate cash needs to cover checks presented at the bank for payment.
9	Leave blank.



PMS 272-A FEDERAL CASH TRANSACTION REPORT PAGE 2
ED - PMS

XYZ UNIVERSITY
PAN: L999G EIN: 1234567891A1

PERIOD COVERED BY THIS REPORT:
04/01/93 - 06/30/93

ACH-PAY ② REGION: 04 STATE: SC

GENERAL ACCOUNT

① REPORT *LINE* *ITEM*	② FEDERAL GRANT OR OTHER ****IDENTIFICATION**** **********(a)**********	③ RECIP A/C OR OTHER ID NO ****(b)*****	④ AUTHORIZED **AMOUNT** ***(c)****	⑤ ***FEDERAL SHARE OF NET DISBURSEMENTS** CUM THRU 06/30/93 *******(d)*******	⑧ **CUM THRU 07/31/93* *********(e)********
0001	E-P007A23113		330,555.00	326,625.00	330,555.00
0002	E-P031B20055		886,682.00	620,269.14	886,682.00
0003	E-P033A23113		504,006.00	224,779.75	401,000.00
0004	E-P042A00520	SPECIAL SER.	361,726.00	281,179.48	361,726.00
0005	E-P047A20430	UPWARD BOUND	416,768.00	135,689.76	324,689.00
0006	E-P063P24834		1,209,812.00	1,197,605.00	1,200,000.00

⑥
AWARD CHG: P063P24834 ON 04/29/93 $ 64,737.00
AWARD CHG: P063P24834 ON 06/24/93 $ 2,950.00

	SUB-TOTAL		3,709,549.00	2,786,148.13	3,504,652.00 ⑨

PLEASE ENTER DOCUMENTS MISSING FROM ABOVE (COPY OF AWARD DOCUMENT MUST BE ATTACHED):

⑩	E-P064A00296		5,397	5,372	5,397.00
	TOTALS			2,791,520.13	3,510,049.00 ⑪

NET DISBURSEMENTS (column e minus column d) MUST CORRESPOND
WITH AMOUNT SHOWN ON PMS 272 LINE 4 718,528.87 ⑫

LINE	Resolution of previously reported award problems		Msg. No.	Brief Description
⑦	E-P063P14834	0.00	(M04) ACCEPTED DOCUMENT	

APPENDIX L-2

INSTRUCTIONS FOR COMPLETING EDPMS 272-A

The purpose of EDPMS 272-A is to report the total cumulative disbursements for each active award or grant. Complete this report before completing the EDPMS 272 report. KEY items 8-12 are completed and the information is transferred to the EDPMS 272. The completed EDPMS 272-A is sent back to the Department of Education along with the completed EDPMS 272.

A. An explanation of the pre-printed items containing data furnished the recipient in the 272-A report is presented below. The numbers appearing under the caption 'KEY' below serve to cross reference the description below to the line items in the sample EDPMS 272-A illustrated in Appendix L-1.

KEY	DESCRIPTION
1	The numbers appearing in the REPORT LINE ITEM column are used to cite a particular line item document in the report.
2	The numbers appearing in the FEDERAL GRANT OR OTHER IDENTIFICATION column are used to identify the award or authorization document issued to the recipient by the Department.
3	The RECIPIENT A/C OR OTHER ID NO. is an optional field, used by the recipient to identify awards within its own accounting system. This data element may contain data of the recipient's choosing up to 12 characters and is displayed in the EDPMS 272-A for the convenience of the recipient. Once the recipient has provided this number to the Financial Payment Group it is pre-printed by EDPMS and furnished to the recipient.
4	The amount appearing in the AUTHORIZED AMOUNT column represents the cumulative amount issued for each unique grant award. The amount includes authorization to date adjustments processed prior to the generation of the EDPMS 272 report.
5	The amounts appearing in the FEDERAL SHARE OF NET DISBURSEMENTS CUM THROUGH MM/DD/YY represent cumulative totals of the Federal shares of net disbursements previously reported by the recipient against each award authorization listed on an EDPMS 272. In some instances the Financial Payment Group has made corrections to recipient reported amounts (e.g., over expenditures, audit disallowances). These adjustments are supported by correspondence sent to the recipient.
6	Changes in the amount of the award authorizations, which occurred since the last reporting period, are displayed directly below each award authorization along with the date the change was processed in EDPMS and the amount (+ or -) of the change. The amounts reflected are included in the total authorization amount displayed above the change(s) in column(c).

7 If the recipient had previously reported award related problems the information will be displayed here along with the status of the action taken by FPG staff. This portion of the report serves as an aid to the recipient in reconciling previously reported award problems.

B. The following report items must be completed by the recipient.

KEY DESCRIPTION

8 The recipient enters the cumulative total of the net disbursements made against each listed award from the beginning of the award up to the end of the reporting period. Net disbursements are defined as actual payments made to the project or program (i.e., checks, warrants, or cash payments), including the amount of advances and payments less refunds to subgrantees or sub-contractors, inter-departmental charges where allowable, payroll and fringe benefit charges as recorded by the recipients payroll distribution system, and the amount to which the recipient is entitled for indirect costs, less any applicable credits (e.g., program income, refunds for program/project costs).

NOTE: Amounts reported cannot exceed award authorizations which were in effect during the period.

If there are no disbursements during the current reporting period, DO NOT ENTER A ZERO AMOUNT (OR LEAVE BLANK). Enter the same cumulative disbursement previously reported for the end of the prior period (column (d)) which is displayed on the EDPMS 272-A. If a zero is entered it becomes the new cumulative disbursement.

9 Enter on the Subtotal line the total FEDERAL SHARE OF NET DISBURSEMENTS CUM THROUGH MM/DD/YY [REPORTING PERIOD END], in column (e), by adding the individual amounts entered by grant award on each of the preceding lines in the column.

10 At this point, the recipient should examine the EDPMS 272-G report and if a recipient wishes to report changes in disbursement amounts for awards which have expired or become inactive, but are not closed, the award may be entered in the documents missing section as illustrated in Appendix L-1. Enter data in columns (a) through (d) using data taken from the grant award documents as they appear on the EDPMS 272-G (APPENDIX P). Enter the new cumulative disbursement amount as of the end of the reporting period in column (e).

A recipient cannot report expenditures for an award that was never included on the EDPMS 272-A or G. If a recipient has received an award from the Department and the award does not appear on the EDPMS 272-A or G reports and the recipient wishes to report disbursements on the award, which for some reason had never been included on the EDPMS 272-A or G, the recipient must contact the grants officer listed on the award. Be sure the starting date of the unlisted award is within the reporting period covered by the EDPMS 272.

11 Enter the sum of the SUB-TOTAL amount and disbursement amounts entered for missing grant award documents onto the TOTALS lines provided for under columns (d) and (e). For example, as illustrated in Appendix L-1, to compute the TOTALS for column (d) you would add the SUB-TOTAL $2,786,148.13 amount to the total of the missing document amounts (i.e., $5,372.00 - the only amount entered in this section) to arrive at the new amount of $2,791,520.13, which would be entered on the TOTALS line under column (d).

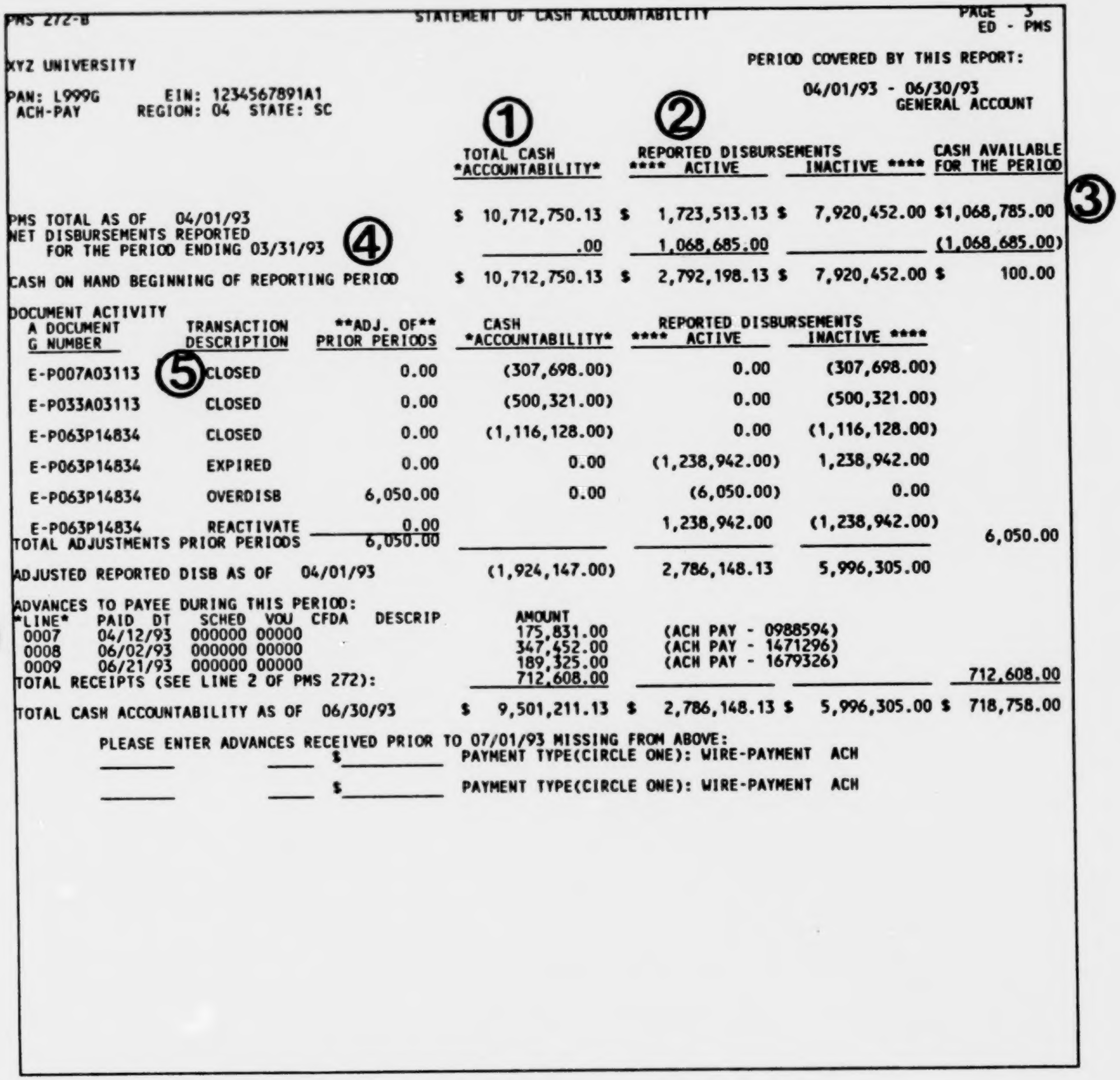
12 Enter the amount computed by subtracting the TOTALS amount (11) in column (d), from the TOTALS amount (11) in column (e). This amount is also entered on line 4 of the EDPMS 272 report.

C. The following reconciliation checks should be made in completing the EDPMS 272-A:

1. A verification should be made of all active grant award documents against the active grant award documents pre-printed and listed in the EDPMS 272-A. Also review the EDPMS 272-G and the 272-F for any missing grant awards.

2. Recipient disbursements on the EDPMS 272-A report, from the prior period, should be checked against recipient records. Differences should be corrected by reporting correct cumulative disbursements for the documents, "as of the current period" on the appropriate line in column (e) of the EDPMS 272-A report. Do NOT change the pre-printed amounts on the EDPMS 272-A.

3. In the event it becomes necessary to enter an adjustment for an award that has been closed, the Financial Payment Group will only make an adjustment for the net amount (the amount of the increase or decrease).



```
PMS 272-B                            STATEMENT OF CASH ACCOUNTABILITY                                PAGE   3
                                                                                                     ED - PMS
XYZ UNIVERSITY                                                                 PERIOD COVERED BY THIS REPORT:

PAN: L999G        EIN: 1234567891A1                                              04/01/93 - 06/30/93
 ACH-PAY       REGION: 04  STATE: SC                                                    GENERAL ACCOUNT
                                                    ①                 ②
                                                TOTAL CASH          REPORTED DISBURSEMENTS              CASH AVAILABLE
                                              *ACCOUNTABILITY*     ****  ACTIVE         INACTIVE ****   FOR THE PERIOD
                                                                                                                       ③
PMS TOTAL AS OF    04/01/93                  $  10,712,750.13  $   1,723,513.13 $    7,920,452.00 $1,068,785.00
NET DISBURSEMENTS REPORTED
    FOR THE PERIOD ENDING 03/31/93  ④        _____________.00  ___1,068,685.00   _______________  (1,068,685.00)

CASH ON HAND BEGINNING OF REPORTING PERIOD   $  10,712,750.13  $   2,792,198.13 $    7,920,452.00 $        100.00

DOCUMENT ACTIVITY
  A DOCUMENT       TRANSACTION       **ADJ. OF**        CASH                REPORTED DISBURSEMENTS
  G NUMBER         DESCRIPTION     PRIOR PERIODS   *ACCOUNTABILITY*   ****  ACTIVE       INACTIVE ****

  E-P007A03113  ⑤ CLOSED                  0.00       (307,698.00)             0.00      (307,698.00)

  E-P033A03113     CLOSED                  0.00       (500,321.00)             0.00      (500,321.00)

  E-P063P14834     CLOSED                  0.00     (1,116,128.00)             0.00    (1,116,128.00)

  E-P063P14834     EXPIRED                 0.00               0.00    (1,238,942.00)    1,238,942.00

  E-P063P14834     OVERDISB            6,050.00               0.00        (6,050.00)            0.00

  E-P063P14834     REACTIVATE       _______0.00                        1,238,942.00    (1,238,942.00)
TOTAL ADJUSTMENTS PRIOR PERIODS        6,050.00    ______________    ______________   ______________        6,050.00

ADJUSTED REPORTED DISB AS OF    04/01/93          (1,924,147.00)     2,786,148.13     5,996,305.00

ADVANCES TO PAYEE DURING THIS PERIOD:
*LINE*    PAID  DT    SCHED  VOU   CFDA   DESCRIP          AMOUNT
 0007     04/12/93   000000 00000                        175,831.00     (ACH PAY - 0988594)
 0008     06/02/93   000000 00000                        347,452.00     (ACH PAY - 1471296)
 0009     06/21/93   000000 00000                        189,325.00     (ACH PAY - 1679326)
TOTAL RECEIPTS (SEE LINE 2 OF PMS 272):                __712,608.00   _______________  _______________  ___712,608.00

TOTAL CASH ACCOUNTABILITY AS OF  06/30/93    $   9,501,211.13  $   2,786,148.13 $    5,996,305.00 $    718,758.00

        PLEASE ENTER ADVANCES RECEIVED PRIOR TO 07/01/93 MISSING FROM ABOVE:
        ________        _____  $___________  PAYMENT TYPE(CIRCLE ONE): WIRE-PAYMENT  ACH

        ________        _____  $___________  PAYMENT TYPE(CIRCLE ONE): WIRE-PAYMENT  ACH
```

⑥

DESCRIPTION OF THE EDPMS 272-B

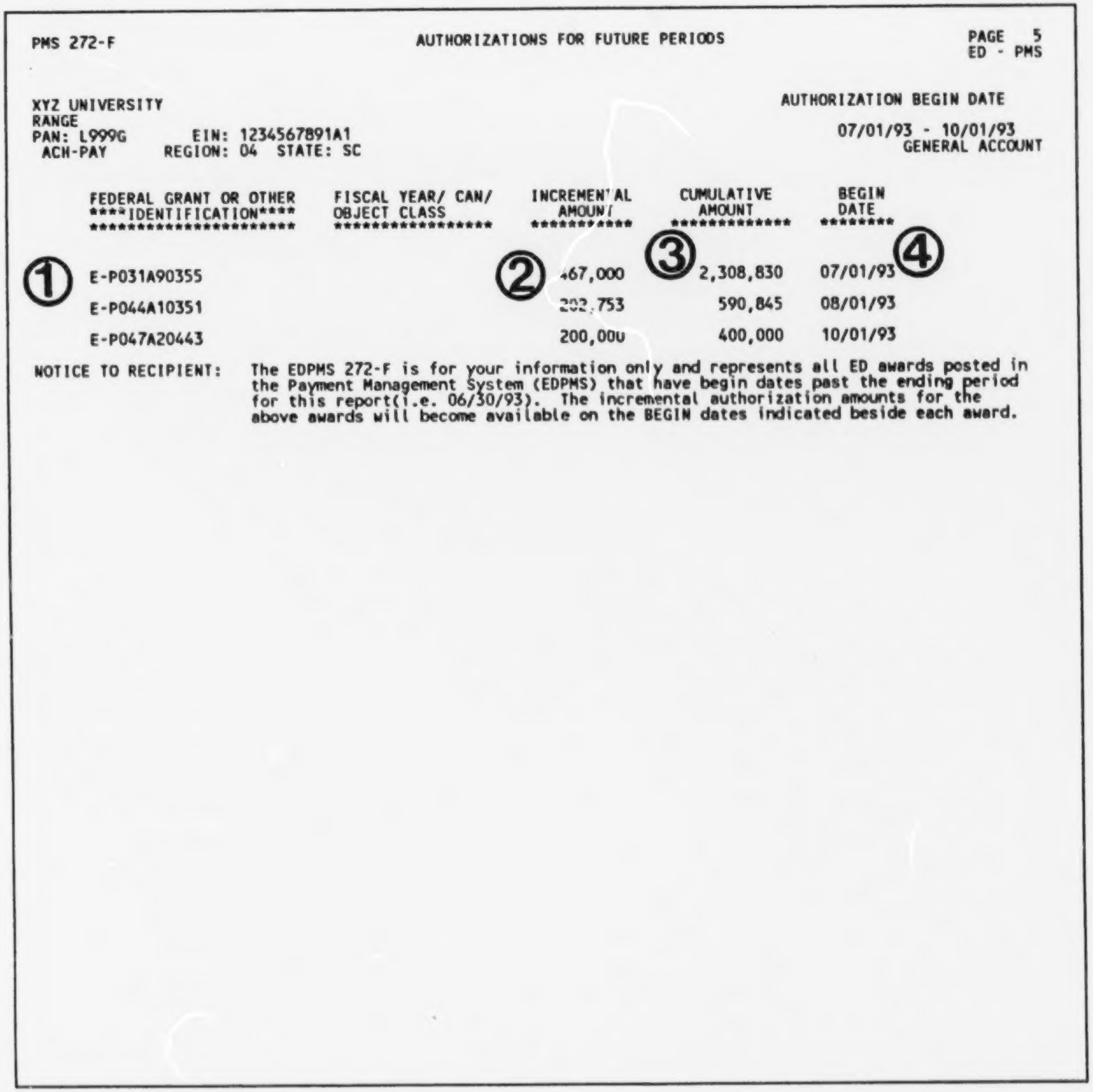
The purpose of the EDPMS 272-B is to show the detailed transactions that affected the account. The EDPMS 272-B shows how your cash accountability was derived. Transactions involving disbursements, award activity and payments to your organization during the reporting period are presented. Space is provided at the end of the EDPMS 272-B (Appendix M-1) to give you a means of reconciling differences noted in the payments the recipient has received and the payments listed in the EDPMS 272-B. The numbers appearing below under the caption 'KEY' serve to cross-reference the description items below with the line items in the EDPMS 272-B in Appendix M-1.

KEY	DESCRIPTION
1	The TOTAL CASH ACCOUNTABILITY is the total cash that the recipient has received for active and inactive awards. It is a cumulative amount which includes cumulative adjustments.
2	Disbursements previously reported by recipients are displayed and classified according to status of award (see Glossary). They include adjustments generated by EDPMS.
3	The CASH AVAILABLE FOR THE PERIOD amount displayed is derived by subtracting the REPORTED DISBURSEMENTS from the CASH ACCOUNTABILITY.
4	The NET DISBURSEMENTS REPORTED FOR THE PERIOD ENDING MM/DD/YY reflect amounts reported by the recipient for the end of the prior reporting period. It is the amount reported on line 4 of the previous EDPMS 272 report.
5	The information under the DOCUMENT ACTIVITY column reflects changes taking place during the reporting period, such as: ○ Reclassification of an award document from an active to an inactive status ("EXPIRED"), or vice-versa ("REACTIVATED"). ○ Close out of an award in EDPMS. ○ Rejection of reported disbursements ("OVERDISB") resulting from insufficient award authorization. These transactions are also included in the total on Line 5 (adjustments of prior periods) of the EDPMS 272.
6	The ADVANCES TO PAYEE DURING THIS PERIOD provides a listing of payments to or refunds from the recipient during the reporting period. Payments are identified as either "FEDWIRE" or "ACH" and refunds are identified by the words "CASH REFUND". If a payment was received which was not listed, then document the payment in the section provided at the end of the EDPMS 272-B report. If a payment was listed, but not received, or the amount received differs from that listed, then notify your PMS contact listed at the bottom of page 1 of the EDPMS 272 report.

APPENDIX N

ERROR CORRECTION DOCUMENT
EDPMS 272-C

The EDPMS 272-C was discontinued as of March 31, 1993. You must notify the Department of Education account representative, in writing, if you have any problems or find errors. The account representative ("contact") is identified at the bottom of page 1 of the EDPMS report.



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PMS 272-F                    AUTHORIZATIONS FOR FUTURE PERIODS                        PAGE   5
                                                                                      ED - PMS

XYZ UNIVERSITY                                                       AUTHORIZATION BEGIN DATE
RANGE
PAN: L999G       EIN: 1234567891A1                                      07/01/93 - 10/01/93
 ACH-PAY      REGION: 04  STATE: SC                                         GENERAL ACCOUNT

      FEDERAL GRANT OR OTHER    FISCAL YEAR/ CAN/    INCREMENTAL     CUMULATIVE      BEGIN
      ****IDENTIFICATION****    OBJECT CLASS           AMOUNT          AMOUNT        DATE
      **********************    *****************    ***********    *************  ********

 ①    E-P031A90355                                ②    467,000  ③   2,308,830    07/01/93 ④
      E-P044A10351                                     202,753        590,845    08/01/93
      E-P047A20443                                     200,000        400,000    10/01/93

NOTICE TO RECIPIENT:   The EDPMS 272-F is for your information only and represents all ED awards posted in
                       the Payment Management System (EDPMS) that have begin dates past the ending period
                       for this report(i.e. 06/30/93).  The incremental authorization amounts for the
                       above awards will become available on the BEGIN dates indicated beside each award.
```

APPENDIX 0-1

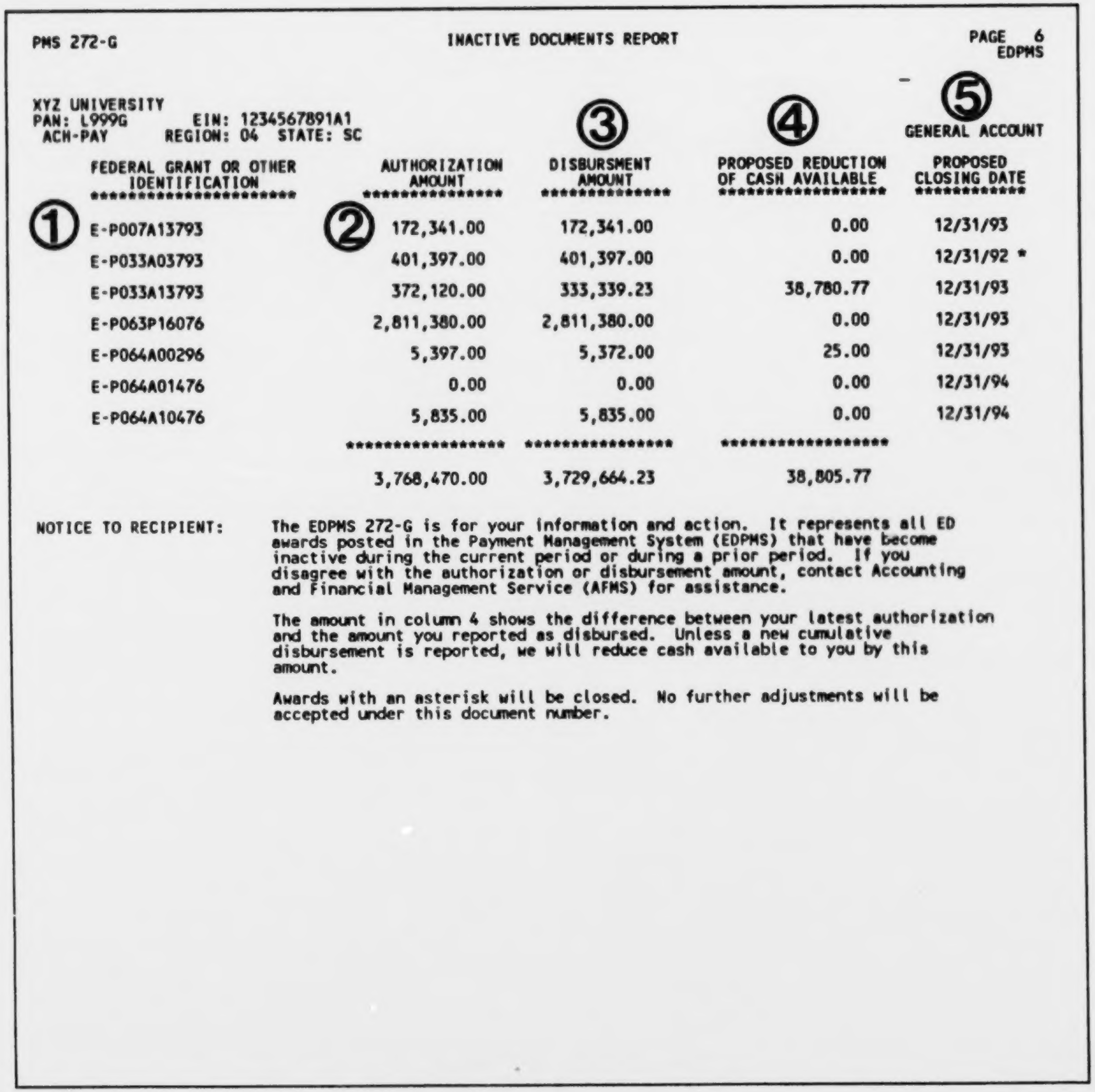
APPENDIX O-2

DESCRIPTION OF THE EDPMS 272-F

The EDPMS 272-F is provided you for informational purposes only and therefore does not require completion and return along with other EDPMS 272 reports. The description of selected line items contained in the report is provided for explanatory purposes. The number appearing under the caption 'KEY' below serves to cross-reference the description below to the line item reflected in the report.

KEY	DESCRIPTION
1	The complete grant award number assigned by the issuing Department of Education program office as shown on the grant award document received by the recipient.
2	The additional amount that will become available for grant awards at a future date.
3	The sum total of the incremental and cumulative amounts that will become available for grant awards at a future date.
4	The date the cumulative amount will become available for use by the recipient.

NOTE: These funds are not included in your funds available balance and payment cannot be requested until the begin (start) date on the award has been reached. The amount of the grant award will be automatically added to your funds available balance by EDPMS on the grant award begin date, enabling your organization to request funds.



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PMS 272-G                          INACTIVE DOCUMENTS REPORT                          PAGE   6
                                                                                       EDPMS
                                                                                   -    ⑤
XYZ UNIVERSITY                                                  ③            ④
PAN: L999G       EIN: 1234567891A1                                                GENERAL ACCOUNT
 ACH-PAY      REGION: 04   STATE: SC

      FEDERAL GRANT OR OTHER         AUTHORIZATION      DISBURSMENT     PROPOSED REDUCTION    PROPOSED
          IDENTIFICATION                AMOUNT            AMOUNT        OF CASH AVAILABLE   CLOSING DATE
      **********************      ***************   **************   ******************  ************

 ①    E-P007A13793             ②     172,341.00        172,341.00               0.00      12/31/93
      E-P033A03793                   401,397.00        401,397.00               0.00      12/31/92 *
      E-P033A13793                   372,120.00        333,339.23          38,780.77      12/31/93
      E-P063P16076                 2,811,380.00      2,811,380.00               0.00      12/31/93
      E-P064A00296                     5,397.00          5,372.00              25.00      12/31/93
      E-P064A01476                         0.00              0.00               0.00      12/31/94
      E-P064A10476                     5,835.00          5,835.00               0.00      12/31/94

                                *****************  ****************   ******************

                                   3,768,470.00      3,729,664.23          38,805.77

NOTICE TO RECIPIENT:      The EDPMS 272-G is for your information and action.  It represents all ED
                          awards posted in the Payment Management System (EDPMS) that have become
                          inactive during the current period or during a prior period.  If you
                          disagree with the authorization or disbursement amount, contact Accounting
                          and Financial Management Service (AFMS) for assistance.

                          The amount in column 4 shows the difference between your latest authorization
                          and the amount you reported as disbursed.  Unless a new cumulative
                          disbursement is reported, we will reduce cash available to you by this
                          amount.

                          Awards with an asterisk will be closed.  No further adjustments will be
                          accepted under this document number.
```

DESCRIPTION OF THE EDPMS 272-G

The EDPMS 272-G is provided to your organization for informational purposes and action. It lists all Department awards which have expired and become inactive; i.e. the grant award end date has been reached. Expired awards will remain on the Inactive Documents Report until they are closed by the automatic suspension process. The recipient should review the information on the 272-G and take the appropriate action as described in KEYs 1-5 below.

The numbers appearing under the caption "KEY" below serve to cross-reference the description below to the line items reflected in the sample EDPMS 272-G Appendix P-1.

KEY DESCRIPTION

1 The numbers appearing in the FEDERAL GRANT OR OTHER IDENTIFICATION column are used to identify the expired award or authorization document issued to your organization.

If adjustments are needed to an expired award that is no longer listed on the EDPMS 272-G or the EDPMS 272-A then the recipient must request the adjustment, in writing, through the grants or program office that issued the award. Finance will only accept adjustments through the grants or program offices and ONLY for the approved net disbursement amount.

If the program or grants office approves the adjustment and the adjustment requires the reinstatement of an award, Finance will reinstate the award at the net authorized amount. The reinstatement will appear on the recipient's EDPMS 272-G report along with the approved net disbursement amount. **RECIPIENTS ARE ADVISED THAT, ALL AWARDS REINSTATED AT THE NET AMOUNT WILL APPEAR ON THE EDPMS 272G WITH THE FIRST TWO CHARACTERS OF THE AWARD REVERSED.**

2 The amount appearing in the AUTHORIZATION AMOUNT column represents the cumulative amount of each award issued for that Federal grant. The amount includes any authorization adjustments as of the reporting period. If the authorization amount is incorrect, the recipient must contact the grants or program office that issued the award.

3 The amount appearing in the DISBURSEMENT AMOUNT column represents the cumulative totals of the disbursements (expenditures) previously reported by your organization against each listed award. If the disbursement amount listed for an award is not correct or if you wish to report additional disbursements, you must transfer the award information from the 272-G to the 272-A "Documents Missing" section:

Enter the Grant number in column (a)
Enter the AUTHORIZATION AMOUNT in column (c)
Enter the DISBURSEMENT AMOUNT in column (d)
Enter the correct cumulative disbursements in column (e)

4 The amount appearing in the PROPOSED REDUCTION OF CASH AVAILABLE column is the amount by which the award will be reduced by the automatic suspension process. This amount is the difference between the AUTHORIZATION AMOUNT and the DISBURSEMENT AMOUNT. The reduction will take place in the quarter preceding the closing date.

5 The PROPOSED CLOSING DATE is the date the award will close in EDPMS. The closing date is based on the award expiration date plus an additional timeframe determined by Department regulations governing the type of award. After the proposed closing date has passed, the award will no longer appear on the EDPMS 272-G report (The EDPMS 272-B report (See Appendix M) will list all awards that closed in the reporting period).

All awards that are about to close will be marked with an asterisk (*). No further adjustments can be made to an award at this point. **Recipient's should pay close attention to the closing date**. If you need to postpone or extend the closing date in order report additional expenditures, you must request an extension, from the grants or program office that issued the award.

It should be noted that the closing of an award in EDPMS does not replace the close-out process required by the grants or program office.

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Letter to Recipients Identified for Transfer to the Monthly Electronic Expenditure Reporting System (MEERS)

Dear Recipient:

The Department of Education Payment Management System (EDPMS) annually disburses over $20 billion to grantees for various education programs. Presently, grant recipients report the expenditures of those funds to the Financial Services (FS) at the end of each quarter using the Federal Cash Transactions Report (EDPMS 272).

The current expenditure reporting method has not been timely in satisfying outlay reporting requirements of the Office of Management and Budget. In order to improve the process, FS is implementing a Monthly Electronic Expenditure Reporting System (MEERS). The MEERS captures expenditure information on a monthly basis and also provides grant recipients with a system of reporting expenditures electronically. Several hundred grantees have been successfully transferred to this method of expenditure reporting.

YOUR ORGANIZATION HAS BEEN IDENTIFIED FOR TRANSFER TO MEERS.

Your organization will be transferred to MEERS pursuant to OMB guidelines and the Education Department General Administrative Regulations, which stipulate that grantees with annual authorizations of $1 million or more may be required to submit a monthly expenditure report. Basically, grantees will access the service bureau each month, receive the latest expenditure information, update this information and transmit it directly from their organization, via a personal computer, back to the service bureau for subsequent update to EDPMS.

You will be individually notified and provided with detailed information related to the transmission of your expenditures to the service bureau prior to conversion. The detailed information will include the telecommunications software package for an IBM-compatible personal computer and step-by-step instructions for the exchange of expenditure information.

We have enclosed a check-off sheet which lists the hardware and software that you must have in order to use the MEERS. Please review your system, fill out the check-off sheet and return the information to FS.

MONTHLY ELECTRONIC EXPENDITURE REPORTING SYSTEM (MEERS)
HARDWARE AND SOFTWARE CHECKOFF SHEET

PIN NUMBER:

CONTACT PERSON:
INSTITUTION NAME:

ADDRESS:

NEW ADDRESS:

TELEPHONE NO: ( ) EXT.
FAX NO : ( ) EXT.

EQUIPMENT:
IBM-PC or 100% Compatible:
Hard-Drive, at least 3 MEG free disk space

Modem:
- Manual Dial Modem
- Microcom
- IBM 1200/2400
- IBM PC Convertible
- Hayes compatible 1200
- Hayes compatible 2400
- Hayes compatible 9600
- Hayes compatible 14400

Modem Baud Rate 1200, 2400, 9600, 14,400 BPS

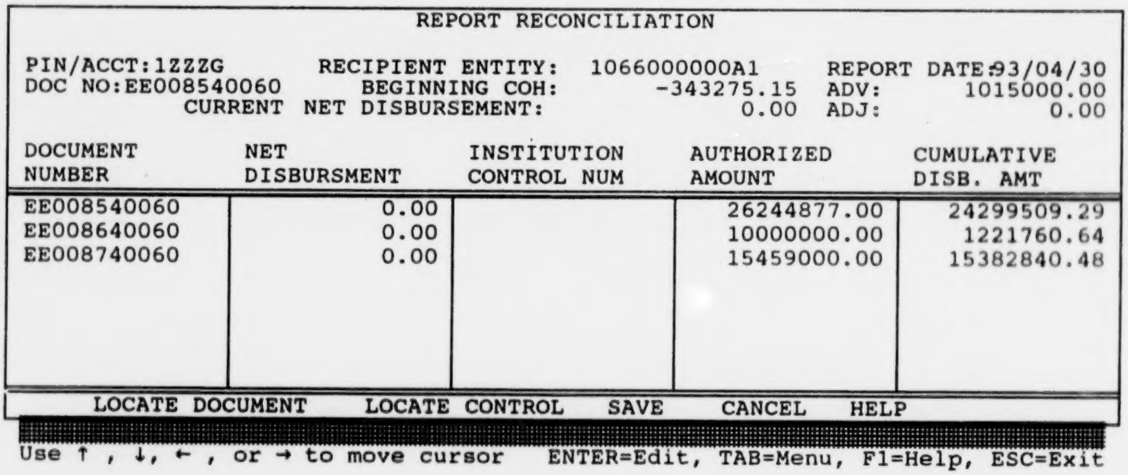
300K Free RAM

DOS: RECOMMENDED 4.0 TO 6.0, LOWEST ACCEPTABLE 3.3

Disk Type:
(1) 3.5" 720K
(2) 3.5" 1.4M
(3) 5.25" 360K
(4) 5.25" 1.2M

APPENDIX Q-3

SAMPLE OF MEERS DOWNLOAD SCREEN



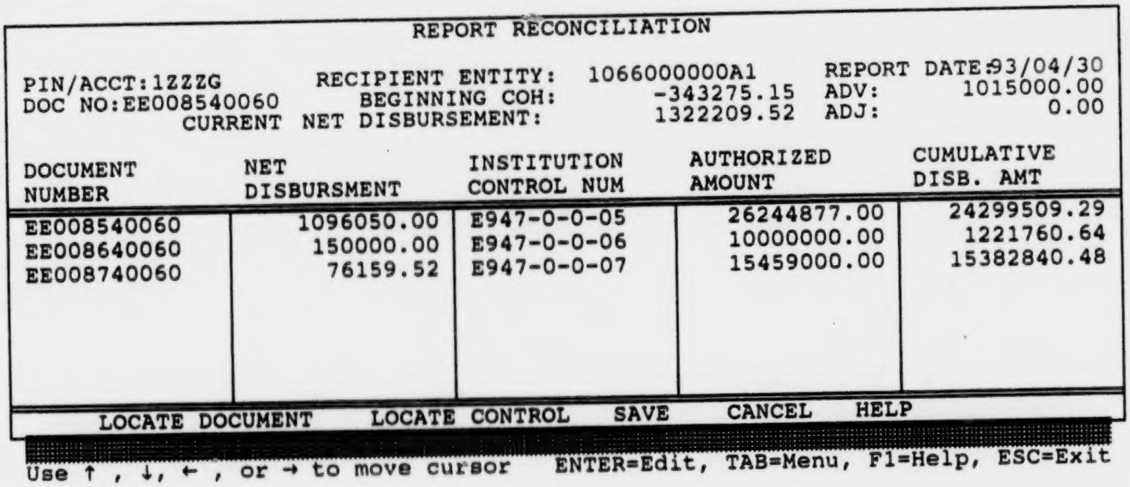
```
                         REPORT RECONCILIATION

PIN/ACCT:1ZZZG       RECIPIENT ENTITY:  1066000000A1    REPORT DATE:93/04/30
DOC NO:EE008540060      BEGINNING COH:      -343275.15  ADV:      1015000.00
             CURRENT  NET DISBURSEMENT:           0.00  ADJ:            0.00

DOCUMENT        NET             INSTITUTION     AUTHORIZED      CUMULATIVE
NUMBER          DISBURSMENT     CONTROL NUM     AMOUNT          DISB. AMT
EE008540060            0.00                     26244877.00     24299509.29
EE008640060            0.00                     10000000.00      1221760.64
EE008740060            0.00                     15459000.00     15382840.48

    LOCATE DOCUMENT     LOCATE CONTROL    SAVE     CANCEL    HELP
Use ↑ , ↓, ← , or → to move cursor    ENTER=Edit, TAB=Menu, F1=Help, ESC=Exit
```

This screen lists all open grant awards. Current active awards are listed as well as expired awards that have not closed. The recipient updates this screen with current information as follows:

1. The prior month's disbursements are listed in the NET DISBURSEMENTS column for each award listed.
2. The recipient may enter their grant identifier in the column called INSTITUTION CONTROL NUM.

APPENDIX Q-4

SAMPLE OF MEERS
DOWNLOAD SCREEN AFTER UPDATE



```
                          REPORT RECONCILIATION

PIN/ACCT:1ZZZG      RECIPIENT ENTITY:   1066000000A1   REPORT DATE:93/04/30
DOC NO:EE008540060    BEGINNING COH:      -343275.15   ADV:       1015000.00
               CURRENT NET DISBURSEMENT:  1322209.52   ADJ:             0.00

DOCUMENT          NET              INSTITUTION       AUTHORIZED        CUMULATIVE
NUMBER            DISBURSMENT      CONTROL NUM       AMOUNT            DISB. AMT
EE008540060         1096050.00     E947-0-0-05        26244877.00      24299509.29
EE008640060          150000.00     E947-0-0-06        10000000.00       1221760.64
EE008740060           76159.52     E947-0-0-07        15459000.00      15382840.48

        LOCATE DOCUMENT      LOCATE CONTROL     SAVE      CANCEL     HELP

Use ↑ , ↓, ← , or → to move cursor    ENTER=Edit, TAB=Menu, F1=Help, ESC=Exit
```

MEERS REPORT BEFORE NET DISBURSEMENTS ARE POSTED

```
                         DEPARTMENT OF EDUCATION
                        PAYMENT MANAGEMENT SYSTEM
               MONTHLY ELECTRONIC EXPENDITURE REPORTING SYSTEM

PIN/ACCT TYPE  :           1ZZZG  RECIPIENT ENTITY NUMBER :  10660000000A1
PER END DATE   :        93/04/30  INTEREST INCOME         :           0.00
BEG COH  (1)   :      -343275.15  INTEREST REMITTED (Y/N) :
ADVANCED (2)   :      1015000.00  ADJUSTMENTS (4)                     0.00

+--------------+-----------------+---------------+---------------+----------------+
|   DOCUMENT   |   INSTITUTION   |  AUTHORIZED   |  CUMULATIVE   |      NET       |
|    NUMBER    |   CONTROL NO.   |    AMOUNT     | DISBURSEMENTS | DISBURSEMENTS  |
|              |                 |               |   PER EDPMS   | FOR THE MONTH  |
+--------------+-----------------+---------------+---------------+----------------+
| EE008540060  |                 |   26244877.00 |   24299509.29 |           0.00 |
| EE008640060  |                 |   10000000.00 |    1221760.64 |           0.00 |
| EE008740060  |                 |   15459000.00 |   15382840.48 |           0.00 |
+--------------+-----------------+---------------+---------------+----------------+
| TOTALS                         |   51703877.00 |   40904110.41 |                |
|                                |               |               |       (3)      |
+--------------------------------+---------------+---------------+----------------+

BEGINNING CASH ON HAND                 (1)       -343275.15
ADVANCED                               (2)       1015000.00
CURRENT NET DISBURSEMENT               (3)
ADJUSTMENTS OF PRIOR PERIODS (+/-)     (4)             0.00
ENDING CASH ON HAND (1 + 2 - 3 + 4)               671724.85
```

This is an example of the download screen in report form. The recipient can print this report for their own records. No entries are made directly to this report. Entries made to the Download Screen (Appendix Q-3) will appear on this report.

APPENDIX Q-6

SAMPLE OF MEERS REPORT AFTER NET DISBURSEMENTS ARE POSTED

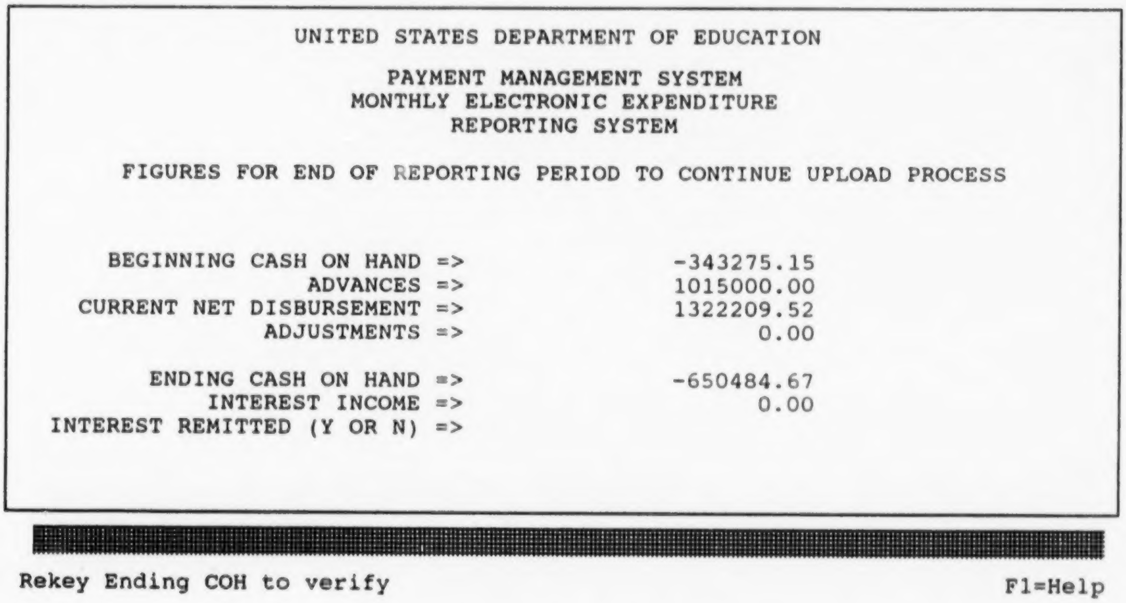
```
                    DEPARTMENT OF EDUCATION
                   PAYMENT MANAGEMENT SYSTEM
         MONTHLY ELECTRONIC EXPENDITURE REPORTING SYSTEM

PIN/ACCT TYPE   :          1ZZZG  RECIPIENT ENTITY NUMBER :  10660000000A1
PER END DATE    :       93/04/30  INTEREST INCOME         :           0.00
BEG COH   (1)   :     -343275.15  INTEREST REMITTED (Y/N) :              N
ADVANCED  (2)   :     1015000.00  ADJUSTMENTS (4)                     0.00
```

DOCUMENT NUMBER	INSTITUTION CONTROL NO.	AUTHORIZED AMOUNT	CUMULATIVE DISBURSEMENTS PER EDPMS	NET DISBURSEMENTS FOR THE MONTH
EE008540060	E947-0-0-05	26244877.00	24299509.29	1096050.00
EE008640060	E947-0-0-06	10000000.00	1221760.64	150000.00
EE008740060	E947-0-0-07	15459000.00	15382840.48	76159.52
TOTALS		51703877.00	40904110.41	1322209.52 (3)

```
BEGINNING CASH ON HAND                    (1)        -343275.15
ADVANCED                                  (2)        1015000.00
CURRENT NET DISBURSEMENT                  (3)        1322209.52
ADJUSTMENTS OF PRIOR PERIODS (+/-)        (4)              0.00
ENDING CASH ON HAND (1 + 2 - 3 + 4)                  -650484.67
```

APPENDIX Q-7

SAMPLE OF THE CASH ON HAND VERIFICATION SCREEN BEFORE CONFIRMATION

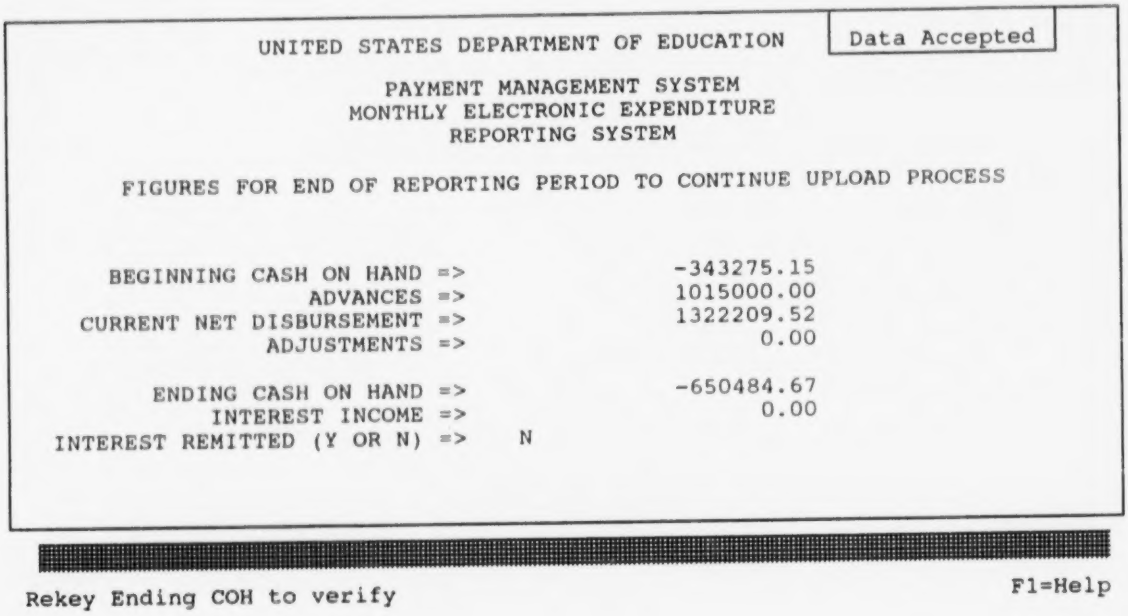


```
                 UNITED STATES DEPARTMENT OF EDUCATION

                      PAYMENT MANAGEMENT SYSTEM
                   MONTHLY ELECTRONIC EXPENDITURE
                          REPORTING SYSTEM

      FIGURES FOR END OF REPORTING PERIOD TO CONTINUE UPLOAD PROCESS


        BEGINNING CASH ON HAND =>                -343275.15
                      ADVANCES =>                1015000.00
      CURRENT NET DISBURSEMENT =>                1322209.52
                   ADJUSTMENTS =>                      0.00

           ENDING CASH ON HAND =>                -650484.67
               INTEREST INCOME =>                      0.00
    INTEREST REMITTED (Y OR N) =>


Rekey Ending COH to verify                                            F1=Help
```

This screen is the equivalent of the hard copy of the EDPMS 272 page 1. The ENDING CASH ON HAND (COH) is already computed. However the recipient is prompted to rekey the COH amount to verify that no error has been made.

APPENDIX Q-8

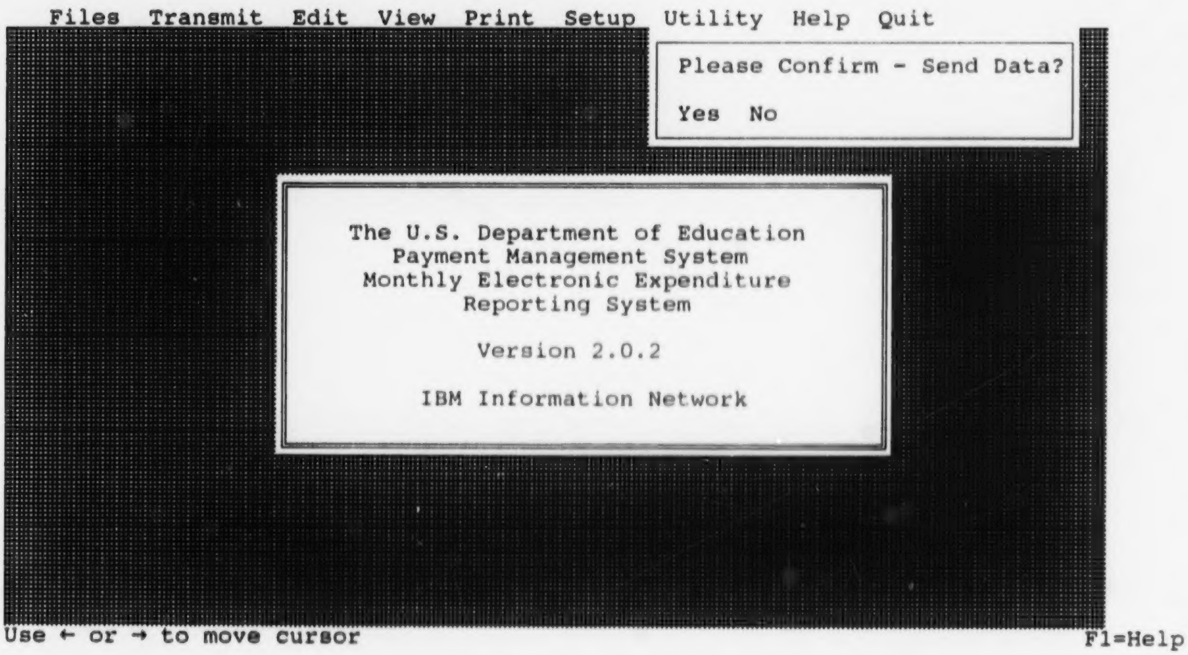
SAMPLE OF THE CASH ON HAND VERIFICATION SCREEN AFTER CONFIRMATION



```
              UNITED STATES DEPARTMENT OF EDUCATION   | Data Accepted |

                     PAYMENT MANAGEMENT SYSTEM
                  MONTHLY ELECTRONIC EXPENDITURE
                         REPORTING SYSTEM

      FIGURES FOR END OF REPORTING PERIOD TO CONTINUE UPLOAD PROCESS


     BEGINNING CASH ON HAND =>                -343275.15
                   ADVANCES =>                1015000.00
    CURRENT NET DISBURSEMENT =>               1322209.52
                ADJUSTMENTS =>                      0.00

        ENDING CASH ON HAND =>                -650484.67
            INTEREST INCOME =>                      0.00
  INTEREST REMITTED (Y OR N) =>    N


Rekey Ending COH to verify                                       F1=Help
```

The recipient enters the interest income amount, if any, and whether the interest has been sent to the Department or Education or not.

APPENDIX Q-9


Files Transmit Edit View Print Setup Utility Help Quit
Yes No
Use ← or → to move cursor
F1=Help

Please Confirm - Send Data?

The U.S. Department of Education
Payment Management System
Monthly Electronic Expenditure
Reporting System

Version 2.0.2

IBM Information Network

This is the final screen. When the recipient responds with a yes, the updated file is transmitted to the service bureau. The service bureau then sends the file to the Department of Education computer facility for update into EDPMS.

BEST COPY AVAILABLE

SUGGESTED GENERAL LEDGER ACCOUNTS FOR EDPMS CASH CONTROL

The following basic accounts are recommended for use, as a minimum, by each recipient of EDPMS funds. Use of this simple account structure will enable recipients to reconcile amounts in their accounts quickly with those reflected on the EDPMS reports. The accounts are designed for recipient's using a cash basis of accounting. Recipients using an accrual basis of accounting will require additional accounts, since these accounts may not provide all the detailed information required for programmatic reports to the administering component organizations. Recipients should support these accounts with subsidiary records at the award document number level.

GENERAL LEDGER ACCOUNTS

Payment Award/Authorization - EDPMS. Reflect in this account the total amount of open awards. The balance of this account is the total amount of all awards issued less all closed awards. This amount should always equal the amount of award/authorization reflected on the EDPMS 272.

Accounts Receivable - EDPMS. Record in this account the amount of cash which is due the recipient, but has not been advanced to cover recipient disbursements. The balance of this account is total open payment (award) authorization less the total cash advanced to the recipient minus closed authorizations. This amount should equal the amount of award/authorization reflected on the EDPMS 272, less the cash accountability reflected on the EDPMS 272-B.

Cash Disbursements - EDPMS. Record in this account the Federal share of net disbursements indicated on the EDPMS 272-A. This amount is limited to the payment (award) authorization.

Expended Funds *. Record in this account the recipient's total expenditures against payment (award) authorizations funded. This may include not only the actual funded (Federal share of the award) cash disbursements against individual awards, but also accruals and other non-Federal cash transactions. The account balance for this account is not reported to the Financial Payment Group, but is used for programmatic reports to the administering program offices, as required, and adjustments to the award. * Required for accounting systems on an accrual basis.

Cash - EDPMS. Reflect in this account the total amount of cash held that was received. The balance of this account is the total cash advanced less total cash disbursements. This amount should equal the amount reported by the recipient on the EDPMS 272.

Unremitted Cash to EDPMS-Accounts Payable EDPMS. These offsetting accounts reflect cash previously drawn which was billed by the National Finance Center and has not been remitted.

APPENDIX S-1

SUGGESTED ACCOUNTING ENTRIES FOR RECORDING TRANSACTIONS

A. Suggested accounting entries for the following transactions are as follows:

1. To record new award authorization funded through EDPMS:
   Debit (Increase) Accounts Receivable-EDPMS
   Credit (Increase) Award Authorization-EDPMS

2. To record the receipt of cash advances from EDPMS:
   Debit (Increase) Cash-EDPMS
   Credit (Decrease) Accounts Receivable-EDPMS

3. To record the disbursement for goods and services:
   Debit (Increase) Cash Disbursements-EDPMS
   Credit (Decrease) Cash-EDPMS

4. To record the closing of an award:
   Debit (Decrease) Award Authorization-EDPMS
   Credit (Decrease) Cash Disbursements-EDPMS

5. To record expenditure disallowance billing by NFC:
   Debit (Decrease) Award Authorization-EDPMS
   Credit (Decrease) Cash Disbursements-EDPMS
   Also
   Debit (Increase) Unremitted Cash to EDPMS
   Credit (Increase) Accounts Payable-EDPMS

6. To record remittance to NFC of above billing:
   Debit (Decrease) Accounts Payable-EDPMS
   Credit (Increase) Unremitted Cash to EDPMS

7. To record excess cash billing by NFC:
   Debit (Increase) Unremitted Cash to EDPMS
   Credit (Increase) Accounts Payable-EDPMS
   Also
   Debit (Decrease) Accounts Receivable-EDPMS
   Credit (Decrease) Cash-EDPMS

8. To record remittance of excess cash to NFC:
   Debit (Decrease) Accounts Payable-EDPMS
   Credit (Decrease) Unremitted Cash to EDPMS

B. Close-outs of awards are to be recorded at the amount referenced on the EDPMS 272-G Inactive Document Report. If the amount is not equal to the amount of the award or to the amount claimed, accounting adjustments will be required in the recipient's general ledgers. These may include two or more of the following (assuming a decrease):

1. Reduction of Award Authorization-EDPMS.
2. Reduction of Accounts Receivable-EDPMS.
3. Reduction of Cash Disbursements-EDPMS.
4. Increase of Cash-EDPMS.

NOTE: If, as a result of the above adjustments, Accounts Receivable-EDPMS becomes negative or Cash-EDPMS becomes greater than immediate needs, then return the excess to the Department of Education immediately.

ILLUSTRATION OF ACCOUNTING TRANSACTIONS

A. Illustrated below are thirteen typical transactions during an accounting quarter as they should be recorded in the recipient's General Ledger Accounts:

1.	Balances brought forward from previous period	-Various-
2.	Recipient received new award authorizations	$250,000.00
3.	Recipient received cash through EDPMS	15,000.00
4.	Recipient disbursed funds for one month	6,000.00
5.	An award is closed out based on the EDPMS 272 (automatic closing). The award was for $50,000, the amount claimed was $45,000.00	
5a.	An award for $50,000 is reduced to $45,000 (the amount reported as a final expenditure within the established close-out criteria)	5,000.00
5b.	An award is closed at $45,000.00	45,000.00
6.	Recipient received cash through EDPMS	10,000.00
7.	Recipient disbursed funds for one month	18,000.00
8.	An award is closed out based on the final expenditures reported on the 272	20,000.00
9.	Recipient received cash through EDPMS	10,000.00
10.	Recipient disbursed funds for one month	3,250.00
11.	Recipient received cash through EDPMS	5,000.00

12.	An award is closed out based on the reported expenditures of $6,000.00. The award had been $7,000 and the amount claimed by the recipient was $6,500.00 but the recipient determined that it should have been $6,000.00	
12a.	The award authorization is reduced from $7,000 to $6,000	1,000.00
12b.	The award is closed out at $6,000	6,000.00
12c.	The claimed expenditures are reduced from $6,500 to $6,000 (not billed by NFC)*	500.00
13.	Balances at the end of the period	-Various-

* It should be noted that expenditures that are disallowed and billed as a result of an audit or program review do not change the claimed expenditures (Cash Disbursement EDPMS) amount. In this example the reduced expenditure was not the result of a program or audit review.

EDPMS Transactions
Recipient's Records

	Award Authorization EDPMS		Accounts Receivable EDPMS		Cash Disbursements EDPMS		Cash EDPMS	
	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
1		641,451	81,951		570,772			11,271
2		250,000	250,000					
3				15,000			15,000	
4					6,000			6,000
5a	5,000			5,000				
5b	45,000					45,000		
6				10,000			10,000	
7					18,000			18,000
8	20,000					20,000		
9				10,000			10,000	
10					3,250			3,250
11				5,000			5,000	
12a	1,000			1,000				
12b	6,000					6,000		
12c						500	500	
13		814,451	285,951		526,522		1,979	

APPENDIX T

XYZ UNIVERSITY
500 MAIN STREET
CENTERVILLE, SC 06519-0500

RE: EDPMS PIN:L999

Dear Recipient:

SUBJECT: Potential Excess Cash on Hand

The ____________19__, ending cash on hand of $_________ (line 6, EDPMS 272), indicates that your organization may not be in compliance with Federal Cash Management Regulations. The regulations require grantees to establish procedures to minimize the time elapsing between the receipt of Federal funds and the actual disbursements. The maximum amount of time a recipient may hold Federal funds is 3 working days.

Your ability to draw funds has been temporarily suspended until we receive your written response addressing the following actions:

1. Review your current management practices and state what you intend to do to avoid draws in excess of your immediate needs.
2. State the dates and the amounts of funds disbursed, if you have paid claims against the amount of line 6 of the EDPMS 272.
3. Refund excess funds immediately.

Failure to comply with this request may cause interest charges, as prescribed by the Treasury Department, to be added to the debt. If no response is received, your account will be considered delinquent and will be referred to our Loans and Accounts Receivable Branch for collection action.

Please reference the EDPMS PIN above and send your response to this address:
U.S. Department of Education, Financial Payments & Cash Management Operations, Financial Payment Group, Suite 3321, 600 Independence Avenue, S.W., Washington, D.C. 20202-4331.

If you need further clarification, please contact your account representative, ______________, at (202)401-1237, account representative code ___.

Sincerely,

NOTICE TO DEBTOR LETTER*
(Accompanies NFC Bill)

The attached bill is for a debt owed to the U.S. Department of Education (ED) as the result of an audit performed on your institution. Please refer to the ten digit Bill Number at the bottom of the invoice, the last seven digits of which represent the Audit Control Number assigned by ED. The Audit Control Number is referenced on the **Program Determination Letter (PDL)** previously sent to the Chief Executive Officer of your organization. Any questions regarding the establishment of this debt should be directed to the Program Officer or Audit Resolution Specialist cited in the PDL.

Unless payment is received within the grace period specified in the PDL, this debt will accrue interest charges in monthly increments starting from the PDL date. Unpaid balances after 90 days will be considered delinquent and may be subject to late payment penalty and administrative charges. Delinquent debts will be reported to credit reporting agencies and may be collected through administrative offset, referral to a collection agency, or referral to the U.S. Department of Justice for litigation. Any questions regarding interest accruals or payment credits should be referred to the National Finance Center, which serves as ED's collection agent, on 1-800-255-5295, extension 2524.

For information on installment payment arrangements, please contact the U.S. Department of Education directly at (202)401-1450.

For debts less than $100,000, payment should be made by check and the check should be mailed using the instructions in the upper right corner of the Bill for Collection. For debts in excess of $100,000, your payment **MUST** be made by the **FEDWIRE ELECTRONIC FUND TRANSFER SYSTEM** through your bank. For your convenience, instructions are enclosed to complete the funds transfer message. Please write your debtor number and bill number on your check or FEDWIRE message form to ensure proper application of your payment.

Stephen W. Loeffelholz, Head
Administrative Billing &
Collections Section

Attachment

* The revision of this letter is in process. Subsequent letter may be different from the current sample.

NOTICE TO DEBTOR LETTER*
(Accompanies NFC Bill)

The attached bill is for a debt owed to the U.S. Department of Education arising from one of the following circumstances:

A. Program Review
B. Impact Aid
C. Inactive Account
D. Disallowed Costs / Excess Cash / Closeout
E. Other

Any questions regarding establishment of this debt should be referred to the Department of Education's Accounts Receivable Management Group at (202)401-1450. If full payment was previously submitted to an organization other than the National Finance Center, please contact that office for further instructions. The payment has not been received by the National Finance Center to credit your account.

Your principal debt is noted on the enclosed bill. **If payment is not received within 30 days of the Bill Date, an interest charge will be added.** Payments will be applied first to accrued interest then to principal. Interest will continue to accrue on outstanding principal balances for each month or fraction thereof that this bill remains unpaid. Unpaid balances after 90 days will be considered delinquent and may be subject to late payment penalty and administrative charges. Delinquent debts may be collected by means of administrative offset, collection agency action, or litigation.

The National Finance Center serves as the Department of Education's collection agent. Please forward your remittance to the National Finance Center, payable to the U.S. Department of Education, as indicated on the bill. For debts in excess of $100,000, payment must be made using **FEDWIRE**. Please refer to the enclosed instructions in completing the funds transfer message. Instruct your bank to use the **FEDWIRE** Electronic Funds Transfer System. Please write your debtor number and bill number on your check or FEDWIRE message form to ensure proper application of your payment.

Any questions regarding interest accruals or payments sent to the National Finance Center should be referred to the Administrative Billings Inquiry Office at 1-800-255-5295, extension 2524.

Stephen W. Loeffelholz, Head
Administrative Billing &
Collections Section

Attachment

* The revision of this letter is in process. Subsequent letter may be different from the current sample.

APPENDIX V

DEPARTMENT OF EDUCATION
FEDWIRE EFT MESSAGE FORMAT AND INSTRUCTIONS

Type/Sub-Type
021030004

Sender No.: Sender Ref. No. Amount
1

Sender Name (Automatically inserted by the Federal Reserve Bank)

Treasury Department Name/CTR/

TREAS NYC/CTR/

BNF=ED/AC-12400001 OBI=

Name/City/State:
2

EIN/PIN: AGENCY CODE:
3 60

FOR:
4

INSTRUCTIONS:

A. The recipient completes items 1 - 4 above as follows:

1. Indicate amount including cents digits.
2. Indicate recipient's institution name, city and state.
3. Indicate EIN and PIN separating them with a slash (/).
4. Indicate reason for remittance. Provide the information/words applicable to the reason for the remittance of funds. (See Appendix W for reasons for remitting funds).

B. Provide the sending bank with a copy of the above completed form. The above form contains other information the bank will need to transmit the FEDWIRE message.

APPENDIX W-1

INSTRUCTIONS IF REMITTING AMOUNTS BY CHECK

A. Make check payable to the Department of Education.

B. Include with the remittance the 12 digit EIN, the 4 digit PIN, name and telephone number of contact person.

C. Include with the remittance the **reason for the remittance**. Be sure to state the reason in the manner described to the right of the 6 reasons listed below.

D. Mail check and remittance information to the following address: USDA Administrative Collections, P.O. Box 70792, Chicago, Illinois 60673.

REASON FOR REMITTANCE	STATE THE REASON AS FOLLOWS:
1. Excess Cash or unused funds	The words "EDPMS Excess Cash"
2. Interest Earned	Words "Interest Earned on Federal Funds"
3. Excess funds on hand for Perkins Loan Program (formerly NDSL)	Award document number, 'E009800' , and the words "Perkins (NDSL) Excess Cash"
4. Liquidation of the Perkins Loan Program (formerly NDSL)	Award document number, 'E009800' , and the words "Perkins (NDSL) Liquidation"
5. Other unbilled reasons	State reason for remittance